

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Calgon Mint Green Tea (C355) 3#**Number: **R14-CO-100-147**Owner: **Monte Plott**Revision: **05**Effective Date: **05/01/17**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Calgon Mint Green Tea (C355) 3# Pouch

Check each block below as the line is prepared for the run. Lead Operator also Supervisor and/or Quality are the only authorized signature. By signing, you are taking full responsibility for the product. Form should be turned into the Production Supervisor at the end of the shift or end of the product run.

Line Clearance:

- ☐ *If this is a fragrance change; verify the line flush was completed and the fragrance is actually Mint Green Tea by smelling the first pouch. Verified by: _____*
- ☐ Pouches or Cartons Removed ☐ Corrugated Materials Removed ☐ Labels Removed
- ☐ Pack and Stack Area Cleared ☐ All Paperwork Turned In ☐ Scent Barrel Removed and Weighed

Pouch Specifications:

- ☐ Pouch is Green and White with Black and Green writing
- ☐ CPU#: **8 15890 01435 4**
- ☐ Dimensions of pouch: 10.5 Height x 7.25 Wide x 3.0" Bottom Gusset

Pouch Machine Recipe:

- ☐ Approximately 6.80 grams of fragrance per pouch (0.50%)
- ☐ Approximately 20.40 grams for the three shot weight check.
- ☐ Fragrance: Takasago RZ-011699 Mint Green Tea
- ☐ 1st Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____
- ☐ 2nd Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____

Case Specification:

- ☐ Case is brown corrugated with black print
- ☐ Case has Calgon Green Tea 48 oz; 3-48oz Item# C355; Barcode 20815890014358
- ☐ Case dimensions: 6 "H x 10 1/2"W x 6 1/4"D
- ☐ When using a generic unprinted box, labels are required. Label should include ID# C355 3PK, Lot# YYJJJ and UPC# 20815890014358 (**VERIFY ALL PRINT IS ENGLISH ONLY**)

Packing Specification:

- ☐ 3 ct. pouches / case, packed horizontally into case; 576 pouches per full pallet.
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJJ
- ☐ Date Code on Box: _____ YYJJJ

Pallet Configuration:

- ☐ 24 cases per layer, column stacked 8 high = 192 cases per pallet

Carton and Pouch Waste:

- ☐ Starting Inventory Balance: _____ + _____ + _____ = _____
- ☐ Total Used in Production: _____
- ☐ Pallet Markers: _____
- ☐ Wasted Labels: _____ + _____ + _____ + _____ + _____ = _____
- ☐ Compactor Form _____ Waste Percentage = _____
- ☐ Calculated Ending Inventory Balance: _____

Actual Ending Inventory: _____

Percent Accounted for: _____

Operator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Quality Signature: _____ Date: _____

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