

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Atoma Lavender 2kg**Number: **R14-CO-100-136**Owner: **Monte Plott**Revision: **03**Effective Date: **05/01/17**Page: **1 of 1****\*\* 4.41 # Pouch Weight Sheet Required**

Date: \_\_\_\_\_

Operator: \_\_\_\_\_

Line: \_\_\_\_\_

**Product: Atoma Lavender 2kg (4.41#) 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 Lavender 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 lavender, white, blue and clear
- ☐ CPU#: **7 77747 10220 4**
- ☐ Dimensions of pouch: 11 3/8"H x 9"W x 3" Bottom Gusset

**Pouch Machine Recipe:**

- ☐ 10.00 grams of fragrance per pouch (0.50%)
- ☐ 30.00 grams for the three shot weight check.
- ☐ Fragrance: Arylessence Blue Barrel Soothing Lavender #AC117874
- ☐ 1<sup>st</sup> Barrel Weight: BEG. \_\_\_\_\_ LB END \_\_\_\_\_ LB Barrel # \_\_\_\_\_
- ☐ 2<sup>nd</sup> Barrel Weight: BEG. \_\_\_\_\_ LB END \_\_\_\_\_ LB Barrel # \_\_\_\_\_

**Case Specification:**

- ☐ Case is brown corrugated with black print
- ☐ Case has 2KG GENERIC
- ☐ Case dimensions: 6 1/4"H x 13 1/4"W x 12 1/4"D
- ☐ Requires a printed 4x6 label on one side of each case. Label should include ATOMA 2KG LAVENDER; Barcode (01)10777747102201; 6x2kg; Item 32-942ATOMA; Barcode 7 77747 10220 4

**Packing Specification:**

- ☐ Packed horizontally into case; pouches per case = 6; pouches per pallet = \_\_\_\_\_
- ☐ Quantity of Pallets: \_\_\_\_\_
- ☐ Date Code on Pouch: \_\_\_\_\_ YYJJ
- ☐ Date Code on Box: \_\_\_\_\_ YYJJ

**Pallet Configuration:**

- ☐ 9 cases per layer, column stacked 6 high = 54 cases per pallet
- ☐ Pallets must be blue Chep pallets

**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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