
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing Label Control	Number: P13-QA-100-081	
	Owner: Jason Bumgarner	Revision: 02	
	Effective Date: 10/31/2014	Page: 1 of 2	

## 1.0 Purpose

To ensure that a strict control of all labels is maintained within the process of storing, transporting and filling.

## 2.0 Scope

This procedure needs to be followed once packaging material has been inspected and released for Production.

The Manufacturing facility fills two types of containers Super Sacks and form fill and seal bags from film stock rolls

## 3.0 Responsibility

Lead Operators, Salt Operators and the Quality Unit all have responsibilities in this procedure.

## 4.0 Safety Considerations

Safety shoes and safety glasses are required when working in the plant.

Safety Belt is required when operating a Fork Lift.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Forklift
- Box truck
- Weekly Inventory Sheet
- Product /Stock Transfer Sheets

## 6.0 Procedure

### Receiving Labels



1. All Packaging Material is received and inspected by the Quality Unit.
2. Once approved all items are to be moved to storage until needed by Production
  - a. A log is kept of all production items and inventory levels
  - b. Any item added to or taken from storage must be accounted for on the log.
  - c. All materials are to be used on a first in first out basis.

### Issuing of Labels

1. Staging areas are designated near production equipment for stocking production items.
  - a. Each Item has its designated storage spot
2. When production items are needed the Salt Operator or Designee will:
  - a. Retrieve items from inventory storage

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- b. Log amount taken out of inventory on the inventory log sheet
- c. Place product in applicable staging areas of production

### Label Consumption

1. A physical count of roll film stock is done at the beginning of each shift
2. The amount produced and considered warehoused finished goods is recorded
3. A physical count of roll film stock is done at the end of each shift
4. The difference is physical counts less amount scrapped is to equal finished product production
  - a. All discrepancies are to be noted and investigated
5. Any packaging materials that are obsolete or incorrect will be removed from inventory and disposed of at the landfill.

### Return of Labels

1. Any item moved back to storage must be logged as restock and the amount indicated on log
  - a. Physical count of super sacks
  - b. Diameter of Roll stock film

## 7.0 Reference Documents

Product/Stock Transfer  
Inventory Log Sheets  
Production Log

## 8.0 Change Information

Added "Any packaging materials that are obsolete or incorrect will be removed from inventory and disposed of at the landfill." to satisfy Internal Quality Audit #14-07 for production and process controls. Changed artwork in header.

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