

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Dr. Teal's Softening Footsoak 2#**Number: **R17-CO-100-193**Owner: **Monte Plott**Revision: **02**Effective Date: **05/01/17**Page: **1 of 1**

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

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

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

**Product: Dr Teal Softening Foot Soak 2# Pouch-04524-3PK**

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 Softening 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 blue, white, green, black and pink
- ☐ CPU#: **8 11068 01524 6**
- ☐ Dimensions of pouch: 10"H x 6 1/2"W x 2 3/8" Bottom Gusset

**Pouch Machine Recipe:**

- ☐ Add Softening Dry adds in the ribbon blender to feed in pouch. Set ribbon blender to 400.
- ☐ Start Weight \_\_\_\_\_ End Weight \_\_\_\_\_
- ☐ Dry Add Verification should be documented on form R12-PR-100-F005 Auto Scent and Weight Check
- ☐ HAS THE FRAGRANCE BEEN MIXED WITH COCONUT AND SUNFLOWER?
- ☐ YES \_\_\_\_\_ DOES IT HAVE AN ORANGE LABEL NO \_\_\_\_\_ (DO NOT RUN)
- ☐ 7.75 grams of fragrance per pouch (0.85%) Requires SOFTENING FOOTSOAK FRAGRANCE WEIGHT SHEET
- ☐ 23.15 grams for the three shot weight check.
- ☐ Fragrance: Mane Black Barrel Softening Foot MF# 227828 mixed with Sunflower and Coconut oils
- ☐ 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 Dr Teal's Soaking Solution and requires a label with Barcode 10811068015748
- ☐ Case dimensions: 4 1/2"H x 9"W x 8 1/4"D

**Packing Specification:**

- ☐ 3 ct. pouches / case, packed horizontally into case; 864 pouches per full pallet.
- ☐ Quantity of Pallets: \_\_\_\_\_
- ☐ Date Code on Pouch: \_\_\_\_\_ YYJJJ
- ☐ Date Code on Box: \_\_\_\_\_ YYJJJ

**Pallet Configuration:**

- ☐ 36 cases per layer, column stacked 8 high = 288 cases per pallet
- ☐ Finished pallet gets 48" corner boards

**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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