
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Product Weight Verification	Number: R12-PR-100-020	
	Owner: Monte Plott	Revision: 03	
	Effective Date: 06/01/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to assure that all products being shipped to the customer is within the acceptable range for sale based on stated selling weight.

2.0 Scope

This procedure applies to all products packaged at the Repackaging facility.

3.0 Responsibility

Line Operator, Shift Supervisor and Quality Unit are responsible for the proper completion of this procedure.

4.0 Safety Considerations

Steel toed shoes, safety glasses, hair/beard nets, and smock are required in Repackaging.

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

- Weight Sheet
- Scale
- Empty Pouch or Carton of Product Being Weighed



6.0 Procedure

Weight verification should take place every ten minutes. Operators will need to tare out the weight of an empty carton or pouch prior to taking a weight measurement.

1. Assure weight sheet coincides with specified weight of product being produced.
2. Operator should note the following items on the weight sheet with each measurement:
 - Date
 - Time
 - Any Adjustments Made
 - Drop Test Pass or Fail
 - Operator Initials
3. A dot on the chart indicating the weight taken
4. Operator should strive to achieve targeted weight that was established using statistical sampling.

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5. The targeted weight is represented by the middle dotted line in the graph. Upper and lower control limits are also represented on the graph with solid lines.
6. The line above the target line is the Upper Control Limit (UCL) and the one below the target line is the Lower Control Limit (LCL). The area that is below the lower control limit (LCL) represents the quarantine line (QL).
7. Any weight taken below the quarantine line should signal the operator to stop the machine.
8. Once machine is stopped, operator should inform Supervisor of stoppage.
9. Operator and Supervisor should quarantine all product that was packaged since last acceptable weight check.
10. All quarantined product will be inspected and reweighed to assure that the product is acceptable for shipment.
11. Any products that are found below the quarantine weight limit should be reworked in accordance with the *Rework/Reprocess Procedure (R12-PR-100-007)*

Product	Quarantine	LCL	Target	UCL
1.375 (22Ounce)	1.34	1.35	1.48	1.61
1 lb	0.98	0.99	1.02	1.05
2 lb	1.95	1.99	2.04	2.18
3 lb	2.96	2.99	3.10	3.21
4 lb	3.94	4.00	4.13	4.25
5 lb	TBD	TBD	TBD	TBD
6 lb	5.90	5.94	6.05	6.35

7.0 Reference Documents

Weight Sheet for Product
Rework / Reprocess Procedure (R12-PR-100-007)

8.0 Change Information

Updated procedure to include adding quarantine limit for 6 lb. weighted product, using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

Referenced *Rework/Reprocess* procedure (*R12-PR-100-007*) for underweight packages

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