
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Product Labeling for Repack Facility	Number: R13-PR-100-038	
	Owner: Brook Vaughn	Revision: 0	
	Effective Date: 12/07/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to describe how packaging labels are created, maintained and disposed of at the Repack facility.

2.0 Scope

Label creation is a daily requirement for some products at Repack. The individual product change over form lists label requirements for these products. Labels are created throughout the shift as they are needed.

3.0 Responsibility

The plant manager and shift supervisors are the only individuals allowed to print required labels. The shift supervisors are to ensure product is being labeled per customer requirements.

4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net, and standard safety attire for the area.

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



- 4" x 2" labels
- 4" x 6" "Mixed lot" label
- Zebra printer

6.0 Procedure

1. Based on the run list for the day, the shift supervisor or plant manager will print off applicable labels as required by each product's change over sheet. Labels will be replenished by the shift supervisor or plant manager as needed throughout the day.
All unused product labels MUST be discarded by each line at the end of each day to ensure they are not accidentally used the following day.
2. Each line's production employees will place the labels on the boxes.
3. Each finished pallet will be taken to the birthing station to be wrapped and labeled.
4. The forklift driver or a designated employee will enter the pallet quantity and date of the product made into WMS (IntelliTrack). This entered data will print a label for the pallet that will be scanned when the pallet is shipped.

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5. For a mixed lot pallet, you must enter the quantity and date for each amount. Ex – 100 cases total; 50 packed on 10/10/13 and 50 packed on 10/11/13, you would enter 50 cases with a 10/10/13 production date and 50 cases with a 10/11/13 production date. This will print out 2 labels that must be placed on the pallet.

In the event of a mixed lot pallet, the shift supervisor or plant manager will print an orange 4” x 6” MIXED LOT label and give to the applicable operator. That label will go with the pallet to the birthing station and be placed on the pallet during the wrapping and labeling process.

7.0 Reference Documents

N/A

8.0 Change Information

New Document

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