

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
REPACK FACILITY – SHIPMENT OF FINAL GOODS	Page : 1 of 1	Date : Revision : 10/6/06
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Purpose

To provide a guideline for the shipping process of finished goods from the Repack Facility to all customers.

Scope

Applies to all of the finished goods that are shipped out of the Repack Facility.

Procedure

1. Meet the truck driver at the loading dock and obtain their pick up number.
2. Go to the front office and obtain a Pick Up Number Form from the folder labeled “Pick Up Slips” in the filing cabinet.
3. Have the driver fill out the Pick Up Number Form completely and legibly.
4. Pull the Bill of Lading, Pick List, and Product Load sheet matching the driver’s pick up number. These papers are located in the plastic holders (labeled by brand) mounted on the office wall.
5. Obtain a Magnesium Sulfate USP Certificate of Analysis sheet from the folder labeled “Certificate of Analysis” in the filing cabinet.
6. Fill out the top portion of the Certificate of Analysis and make a copy.
7. Obtain a packing slip from the plastic holder labeled “Packing Slips”
8. Place the Pick List into the packing slip and set aside for later use.
9. Locate the pallets that need to be shipped.
10. Record all of the information that needs to be filled out on the Product Load sheet. The pallet numbers and date produced are written on the shrink wrap. The rest of the numbers can be found on the actual boxes.
11. As you load the pallets onto the truck, check off the pallet numbers.
12. Place the packing slip on the last pallet that goes onto the truck.
13. If the whole truck is loaded with Giles Chemical product, a seal must be issued and placed on the outside of the truck. The seals can be found in the front office.
14. Once the pallets are loaded onto the truck, go back to the office and find the driver.
15. Sign, date and put the time on the bottom left section of the Bill of Lading.
16. Have the driver sign, date, and put the time on the bottom right section of the Bill of Lading.
17. Detach the top copy of the Bill of Lading to keep for the Main Office. Give the rest of the Bill of Ladings to the driver.
18. Make a copy of the Bill of Lading and file in the folder labeled “Shipping Bill of Lading” located in the filing cabinet.
19. Give the original Certificate of Analysis to the truck driver and attach the copy to the top copy of the Bill of Lading.
20. Make sure the top copy of the Bill of Lading, Pick Up Number Form, Certificate of Analysis, and Product Load sheet are stapled together.
21. Place the paperwork in the “Main Office Paperwork” folder found on the wall in the front office.