

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Top Care 4#**Number: **R17-CO-100-218**Owner: **Monte Plott**Revision: **02**Effective Date: **06/26/18**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Top Care 4# FFS

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:

- ☐ Pouches Removed ☐ Corrugated Materials Removed ☐ Labels Removed
☐ Pack and Stack Area Cleared ☐ All Paperwork Turned In

Film Specifications:

- ☐ Film is blue, gold and white
☐ CPU#: **0 36800 25700 9 Above Barcode PLD-A331F SE000351**
☐ Dimensions of pouch: 12.25"H x 5"W x 3.25"D

Case Specification:

- ☐ Case is brown corrugated with black print
☐ Case has 6-1/2 DOZ; EPSOM SALT
☐ Case dimensions: 5.13"H x 11"W x 16"D
☐ Requires a printed 4x2 label on one side of each case. Label should include 4lb Pouch; 6pk; Barcode 36800-25700

Packing Specification:

- ☐ 6 ct. pouch / case, packed vertically into case ; 378 pouches per full pallet
☐ Quantity of Pallets: _____
☐ Date Code on Pouch: _____ YYJJ EXP MMY
☐ Date Code on Box: _____ YYJJ EXP MMY

Pallet Configuration:

- ☐ 9 cases per layer, column stacked 7 high = 63 cases per pallet

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: _____

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.