



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Costco Production**

Number: **R14-PR-200-046**

Owner: **Kim Williams**

Revision: **01**

Effective Date: **09/30/2014**

Page: **1 of 3**



1.0 Purpose

The purpose of this procedure is to outline the process for Costco production.

2.0 Scope

This procedure is to be performed anytime Dr. Teal's 6# pouches are produced for Costco.

3.0 Responsibility

All operators assigned to produce for Costco: responsible for following this procedure

4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility. Leather gloves are required while performing maintenance on the tape machine (glue pot).

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

- Tape machine
- Blue CHEP pallets
- Slip sheets
- Corner boards
- Shrink wrap

6.0 Procedure

Responsibilities

Inspecting

- a) Inspect boxes to ensure print and color is correct.
- b) Inspect pouches to ensure date code is correct and legible.
- c) Check seal on pouch for even seal and no leaks.

Date Coding

- a) If using a manual line with a hot date code stamp, pouches must be date coded prior to filling.
- b) If video jet is being used – boxes must be sent thru tape machine so that date code is printed on “how to use” side of the box.

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 the accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Costco Production**

Number: **R14-PR-200-046**

Owner: **Kim Williams**

Revision: **01**

Effective Date: **09/30/2014**

Page: **2 of 3**



- c) If labels are being used- label is to be placed on bottom of box on outside flap (careful not to cover any letters or numbers).
- d) Date code on boxes must match date code on pouch and must be the same as that on the *Change Over/Start-up Sheet (R12-CO-100-012)*.
- e) Packer will be required to initial *Expiry Date Code Sign-off Sheet (R12-FM-100-009)* stating that date code is correct.

Filling

- a) Place opened pouch under fill funnel and press petal to release salt from the AMS.
- b) Check weight and record every ten minutes on a *6# Pouch Weight Sheet (R12-FM-100-037)*, adjust as needed

Packing

- a) Costco packs two pouches per box.
- b) Pouches stand up in boxes with sides of pouch on handle sides of box so that customer can pick boxes up by handles.
- c) After placing pouches in box correctly, fold solid blue flaps over pouches ensure tops of pouch are not sticking thru the flaps.
- d) Push box thru glue tape machine to seal box.

With this particular product the box is just as important as the pouch!

Tape machine

This product uses a glue/tape machine. This tape machine is designed to tape the bottom of the boxes while gluing the top closed. There are two switches on the tape machine, a red e-stop bottom located at the top of the machine and a black switch located on the glue pot. Be sure to turn off both switches for safely cleaning and fixing/changing tape.

- a) Make sure glue box has an appropriate amount of hot glue sticks.
- b) Make sure both switches are turned on; temperature should read between 318-333°F on Dynatec box.
- c) Check tape roll at bottom of tape machine- change as needed.

Stacking

Stacker must inspect boxes for date code, proper sealing, and any tears or defects on box

- a) Stack Costco on blue CHEP pallets only.
- b) Check pallets for any moisture-pallets must not show any signs of moisture.
- c) Place slip sheet on top of pallet before stacking any boxes.

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 the accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Costco Production**

Number: **R14-PR-200-046**

Owner: **Kim Williams**

Revision: **01**

Effective Date: **09/30/2014**

Page: **3 of 3**



- d) Corner boxes must have ingredients showing toward the forklift side of the pallet.
All other boxes must show Dr. Teal's artwork.
- e) For stacking configuration see *Change Over/Star-up Sheet (R12-CO-100-012)*.
- f) After bottom pallet has reached three boxes high, place slip sheet on top of boxes, then another blue CHEP pallet and slip sheet, and continue to build another pallet.
- g) Both pallets are then shrink wrapped together by hand.
- h) Corner boards are then taped to all four sides of both pallets.
- i) The pallets are then shrink wrapped by the automatic wrapper.

7.0 Reference Documents

Expiry Date Sign-off (R12-FM-100-009)

Change Over/Start-up Sheet (R12-CO-100-012)

6# Pouch Weight Sheet (R12-FM-100-037)

Expiry Date Code Sign-off Sheet (R12-FM-100-009)

8.0 Change Information

Updates were made to the safety section for leather gloves to be worn as well as changes made to the Tape Machine section describing the location of the second switch on the machine.

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 the accuracy of the document.