Personnel responsible:

> Giles VP Marketing/Sales

Safety equipment:

> No Special Safety precautions are required

Summary: This Procedure addresses how to handle obsolete printing plates for Pouches, Cartons and Revision Codes applied when new printing plates started to be used

Procedure:

- Each time the Art Work is changed and a new printing plate for pouches and cartons are introduced at the printing facility the VP Marketing/Sales is responsible to obtain the old plates and destroy them so the old plates can not be used by accident.
- A note should be placed in a special file (for this purpose) indicating which plate was destroyed, when and signed.
- The above file should be available for Quality Audit purposes.
- Each Time a new artwork is introduced at the Printing Plant (new printing plate), the new cartons or pouches printed with the new plate should have a Revision Date.
- The Revision date has to be printed on each carton or pouch.
- Example for the revision date; If the art work is changed on 3/6/09 and new pouches or cartons are being printed with the new plate started on 3/6/09 the following revision date has to be printed from then on each pouch or carton until the art work is changed again: **RV 0309** where 03 represents March and 09 the year.
- When ordering additional pouches or cartons the PO should include the Revision Date.

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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Revision Number	Revision Date	Revision Author	Revision Description
00	03/06/2009	PT	New Document