

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
<b>Standard Operating Procedure</b>	Page : 1 of 2	Revision: Date:10/11/ 06
Author : Stacy Howell	Title: Recording Weights for Pouching Machine and Carton Machine	

**Safety:** Wear the appropriate PPE for the area.

**Purpose or Objective:** The purpose of this procedure is to ensure that weights for finished product at the Repackaging Facility are recorded properly and within specification.

**Procedure:**

- 1) Operators will record the weight of finished product at least four times every 30 minutes.
- 2) Weights must be in tolerance of the machine's capability and product specification.
- 3) Weights will be recorded on a sheet located at the operators' stations. There is an operator station located at the pouching machine and the carton machine.

Specifications:

Carton Machine

22oz	1 lb	2lb	3lb	4lb
1.36-1.43	.98 – 1.05	1.98 – 2.05	2.98 – 3.05	3.98 – 4.05

Pouching Machine

1lb	3lb	4lb	5lb	6lb	7lb
0.98-1.05	2.98-3.05	3.98-4.05	4.98-5.05	5.98-6.05	6.98-7.05

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
<b>Standard Operating Procedure</b>	Page : 2 of 2	Revision: Date:10/11/ 06
	Author : Stacy Howell	Title: Recording Weights for Pouching Machine and Carton Machine

## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				