
	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
	Bill of Materials (BOM)	Page : 1 of 3	Revision : Date : 07/29/2008
	Author: Mary Mashburn General Awareness		

Safety: NA

Purpose or Objective: To provide a guideline to follow when setting up the line to run, pack, stack, and ship per customer requirements.

Procedure:

1. The BOM's are located in the front office in blue binders labeled Carton BOM and Pouch BOM. Each page is self explanatory and describes the pouch/carton product that we pack. If there is ever a question about a particular product, how its packed/stacked/or shipped – rely on the BOM. The BOM's will be updated as customer requirements change and as new products are added. The Repack Plant Manager will be responsible for this duty.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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