

Author	Status	Effective Date
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1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to proper procedures for stacking finish goods onto a pallet. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when stacking pallets. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Finished Goods Pallet Stacking

- 4.1 **Stacking** - Pallets need to be stacked properly to ensure a safe transit to the customer. Pallets need to be stacked either in a cube/square shape or taper up to a triangle shape. Unevenly stacked pallets result in damaged shipments in transit which result in returns and double shipments.
- 4.2 **Pails and One Gallon Cartons** – Pails should be pulled first for stacking. (12) pails to a row, (36) pails to a skid. One gallon cartons should be pulled next: (9) cartons per row, (45) cartons per skid.
- 4.3 **Mixing Products on One Skid** - When combining product, it is important to always remember to square up everything as tightly as possible. Any gap between product is space that can cause damage in transit.
- 4.4 **Pail Damage** - Be aware of the handle coming from the pail. Common referred to as "dog ears". Pails need to be turned to a slight angle to avoid the dog ears rubbing in transit.

4.4.1 Acceptable



4.4.2 Unacceptable



4.5 **Tape and Rubber Bands** - A variety of tape is available to secure a load before wrapping the skid. Securing a stacked skid with tape or a rubber band is a quick process that can save huge damages.

5.0 References

Reference	Title
1	None