Gemini Industries, Inc.

Order & Shipping QC (Count Sheet)

Standard (Operating	Procedure
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SHIP-24-0008 01

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 filling out a count sheet accurately for a pulled customer order. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates all orders are to have a count sheet placed on the assigned order's paperwork.

2.0 Scope

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

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.

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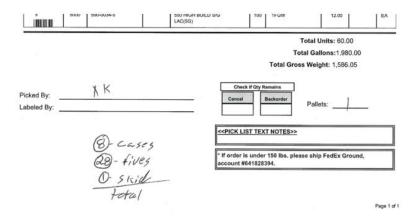
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4.0 **Order & Shipping QC (Count Sheet)**

4.1 Count Sheet Importance - Count sheets are filled out and used to provide a check for the associate pulling the customer order. This also provides an additional check for the person filling out the BOL for the order.



- 4.2 Count Sheet Placement - Once and order is pulled a count of the order will need to be placed at the bottom of the order itself. If space is not allotted the count sheet will need to be placed on an additional page. If no additional pages are available, the count sheet will need to be placed on the back of your pick ticket.
- Keeping a Count Sheet Attached to an Order It is important to have the count sheet 4.3 written on the actual pick list for the order. This ensures the count is present if the order is ever revisited at a later date.
- 4.4 **Verbiage** - Abbreviations are common while filling out a count sheet. Acceptable short hands for products will be provided by your supervisor. **Example:** (4) LIMITED QUANTITY ONE GALLON BOX = (4) LQ-1

5.0 References

Reference	Title
1	None

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