

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.**

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.

The image shows a count sheet form with the following elements:

- Barcode and Product Info:** A barcode on the left, followed by product codes: 0000, 000-0000-0, and 350 HIGH BUILD 3/4 LAC(SG).
- Quantities:** 100, 1F-GW, 12.00, EA.
- Totals:** Total Units: 60.00, Total Gallons: 1,980.00, Total Gross Weight: 1,586.05.
- Personnel:** Picked By: XK, Labeled By: _____.
- Buttons:** "Check if Qty Remains" (with "Cancel" and "Backorder" sub-buttons), and "Pallets: 1".
- Notes:** A box labeled "<<PICK LIST TEXT NOTES>>" containing the text: "* If order is under 150 lbs. please ship FedEx Ground, account #641828394."
- Handwritten Notes:**
 - ⑧ - cases
 - ②⑧ - fives
 - ① - skid
 - Total

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4.2 Count Sheet Placement - Once an 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.

4.3 Keeping a Count Sheet Attached to an Order - It is important to have the count sheet 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