Gemini Industries, Inc.	Picking Ingredients On Repack Tickets	
Standard Operating Procedure		PACK-22-0012 01
Author	**Status**	**Effective Date**
Michael Boblit	Draft	09/21-22

1.0 Purpose

To ensure that all personnel know how to pick ingredients on repack tickets correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products.

2.0 Scope

This procedure is put in place to ensure ingredients are being relieved from inventory correctly. If we do not correctly relieve the inventory, future issues will arise concerning these ingredients. We make decisions based on the amount of inventory shown in the system, if the system is incorrect our decisions will be incorrect. The inventory must remain as accurate as possible, and this is a very important component of keeping inventory accurate.

3.0 Safety

Safety Glasses   Boots   Gloves

4.0 Picking Ingredients On Repack Tickets

4.1   Issue Ingredient Actions

4.1.1 PICK AND ISSUE ALL INGREDIENTS ON THE TICKET (ALWAYS PICK ALL THE BULK)

4.1.2 PICK AND ISSUE ITEMS THAT YOU USED **(MAKE NOTE OF ANY CHANGES)**

4.1.3 VERIFY ALL SIGNATURES THAT REQUIRED SIGNATURES ARE SIGNED OFF ON

4.1.4 PICK ALL BAILS AND LABELS ON TICKET (EVEN IF NOT USED) ONCE LABELS ARE PRINTED, **WE CANNOT USE THEM ANYMORE AS INVENTORY**

4.1.5 **Must be at least 1 of every sticker used on the ticket! (Very important)**

4.1.6 Be diligent about picking all the cans/boxes/bails/labels you use, it is better to over pick than to under pick

4.2   **Report Bulk Actions**

4.2.1   Verify finished good counts with 2 people

4.2.2   **Verify the labels match the ticket and the barcode!**

4.2.3   Verify the BATCH number on the inkjet is correct

4.2.4   Enter the finished goods produced to the **CORRECT** location (for example WFS needs to be entered into WFS, not PRODRECEIVING)

4.3   ****Failure to maintain the operating SOP could result in disciplinary action**

5.0   **References**

Reference	Title
1	None