Gemini Industries, Inc.	Understanding a Repack Ticket		
Standard Operating Procedure	PACK-22-0001 01		
Author	Status	Effective Date	
Michael Boblit	Draft	09/21/2022	

1.0 Purpose

To ensure that all personnel understand Repack Tickets in order to correctly, consistently, and safely 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 document covers the standard procedures to be followed for employees in the packaging department when creating and processing repack tickets. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



4.0 Understanding and Completing Repack Tickets

- 4.1 Understanding Repack Tickets
 - 4.1.1 Packaging will use a **"RE-PACK"** ticket only. This will be identified on the top of the ticket.



4.1.2 You will then need to verify the product you are filling in the middle section.



- 4.1.3 After verifying the product, you will see "**INGREDIENTS**" on the lower part of the ticket.
- 4.1.4 You will check this section for correct filter size, correct containers, as well as QC instructions.
- 4.1.5 In the **"INGREDIENTS"** tab, if a batch is **weight-filled** there will be a signoff for the supervisor or lead man to sign.
- 4.1.6 If a batch is weight-filled a "WEIGHT SHEET" must be attached. **QC WILL

Gemini Industries, Inc.

Understanding a Repack Ticket

Standard Operating Procedure

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- 4.2 Completing the Batch
 - 4.2.1 Once a batch is complete, you will attach "1" of each sticker used to the ticket. This ensures correct labeling was used.
 - 4.2.2 You will initial on each line for ingredients and write down the actual quantity used.
 - 4.2.3 Once product is filled, you will write down the actual number of containers filled in the **"Actual Qty"** section in the middle of the ticket.
 - 4.2.4 **Note changes in containers and filter sizes on the ticket**

Batch Number: 222711003541 Pormula Key: 831 HGH BULD LACQUER SEALER (10) WO Number: WOOK6575 BOM Number: 9 Customer: Atlocation Status: Not allocated Scheld Start: 9282002 Customer: PPE Codes: Personal 9282002 Customer: Printed: 9282002 Protoction Equipment: 9 9 9 9			REPACI	K TICKET				
Responsibility: Jordan Macias Schd Start: 9/28/2022 Customer: Allocation Status: Rot allocated Schd Complete: 9/28/2022 Printee: 9/28/2022 6:55:28AM Prefschal Protection Equipment:					HIGH BUILD	LACQUER SEA	LER (1G)	
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PPE Codes: Printed: 9/28/2022 6/55/28AM Personal Equipment:					Customer			
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5.0 References

Reference	Title
1	None