

Author	Status	Effective Date
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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.

FINISHED GOODS INFORMATION						
Product	Description	Lit	Fill level	Unit	Release Qty	Unit
831-1	HIGH BUILD LACQUER SEALER (1G)	222711003541	1.0000	EA	1.00000	EA

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**

PROVIDE**

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**

REPACK TICKET						
Batch Number:	222711003541	Formula Key:	831	HIGH BUILD LACQUER SEALER (1G)		
WO Number:	W0064575	BOM Number:	9			
Responsibility:	Jordan Macias	Schd Start:	9/28/2022	Customer:		
Allocation Status:	Not allocated	Schd Complete:	9/28/2022			
PPE Codes:						Printed: 9/28/2022 8:55:28AM
Personal Protection Equipment:						
Planned Qty:	8.60 LB	Total Volume:	1.00 GAL	Lbs/Gal:	7.6273	
Operator:		Packed By:		Checked By:		
Tank ID:		Scale ID:		Pump ID:		
FINISHED GOODS INFORMATION						
Product	Description	Lot	Fill level	Unit	Release Qty	Actual Qty
831-1	HIGH BUILD LACQUER SEALER (1G)	222711003541	1.0000	EA	1.00000	EA
INGREDIENTS						
Ingredient	Description/Notes	Planned Qty	Act Qty	Lot No	Inits	
831	HIGH BUILD LACQUER SEALER	1.000000	GAL			
	Agitate for 30 min before filling. Filter-100, NGR LABELS. **NO PART DRUMS**					
	<div>TANKS EMPTY_____ PUMPS OFF_____ VALVES CLOSED_____</div>					
ONEL	ONE GALLON GOLD LINED CAN	1.00000	EA			
LABELGCBBLACK-1	GEMCOAT BLACK 1 GALLON LABEL	1.00000	EA			
ONE4BOX	4-1 GAL BOX LIMITED QUANTITY	0.25000	EA			
ONE1LID	ONE GALLON LINED LID	1.00000	EA			
BAILS	BAILS FOR ONE GALLON	1.00000	EA			

5.0 References

Reference	Title
1	None