

Author	Status	Effective Date
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1.0 Purpose

To ensure that all personnel perform Weight Control Machine Fill duties 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 document covers the standard procedures to be followed for employees in the packaging department when machine filling batches by weight control. By following the instructions, the workload will be completed accurately, consistently, and safely.

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 Weight Control Machine Fill

4.1 Weight Check Procedure

- 4.1.1 Before completing any single gallons, weights must be verified on **2** scales.
- 4.1.2 This weight must be verified according to the weight sheet provided by QC.
- 4.1.3 Scale must have up-to-date calibration tags (Peak Company)

4.2 Actions

- 4.2.1 An empty can must be placed on the scale with can, lid, label, and bail for singles.
- 4.2.2 You must tare the scale to (0)
- 4.2.3 Once scale is at the appropriate tare, place a complete can on scale and verify weight.

4.3 Control Plan

4.3.1 At least (1) single gallon MUST be checked per pallet filled (180) gallons for singles

4.3.2 At least (4) single quarts must be checked per pallet (512) quarts.

4.3.3 This can be done by either the machine operator or the stacker/boxer.

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

5.0 References

Reference	Title
1	None