Standard Operating Procedure
Title: Packaging Configuration for Production Line

1.2. The shipper labels are to be placed neatly and squarely at the bottom centre, on the end of the shipper. (See Form-170 for a typical shipper label format).

1.3. Ensure that the end of the tape does not cover the shipper label.

1.4. Initial the shipper either on the space provided on the shipper label, and stack on pallet according to this SOP.

1.5. All Shippers must be packed on a cardboard slipsheet skid pad placed on the roller conveyor turntable.

1.6. Pallet ID forms (Form-165) are to be placed on the front right hand corner of the pallet together with the Goods Booking slip (Form-210).

1.7. At the end of a batch there may be a partially filled shipper. This shipper is to be placed at the front right of a slip sheet and will have the Pallet ID form attached to it.

2. General Packaging Configurations

A

- **BUNDLE configuration INSIDE A SHIPPER**

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+-------+-------+-------+
|       |       |       |
|       |       |       |
|       |       |       |
+-------+-------+-------+```

3 x 4 Bundles in each row
Each bundle has 6 cartons
Each shipper is 1 row high
Quantity of each shipper is: 6 cartons x 3 x 4 x 1 high = 72 cartons

- **SHIPPER configuration ON A PALLET**

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+-------+-------+-------+
|       |       |       |
|       |       |       |
|       |       |       |
+-------+-------+-------+```
Number of shippers on each pallet: $6 \times 8 = 48$ shippers

Quantity of cartons on each pallet = $200$ (per shipper) $\times 48$ (per pallet) = $9600$ cartons

- **BUNDLE configuration IN A SHIPPER**

  6 bundles in a shipper
  Each shipper is 3 rows high
  Quantity of each shipper is = $10$ bottles $\times 6$ bundles = $60$ bottles

- **SHIPPER configuration ON A PALLET**

  Each layer has 30 shippers
  Each pallet is 5 rows high
  Number of shippers on each pallet: $30 \times 5 = 150$ shippers
  Quantity of bottles on each pallet = $60$ (per shipper) $\times 150$ (per pallet) = $9000$ bottles
3. CARTON configuration IN A SHIPPER

1 row of 6 cartons.
1 row of 2 cartons.
Each layer contains 8 cartons.
8 layers x 6 high = 48 cartons.
Quantity of each shipper is = 48 cartons.

3. SHIPPER configuration ON A PALLET

Each layer has 8 shippers
Each pallet is 6 rows high
Number of shippers on each pallet: 6 x 8 = 48 shippers
Quantity of cartons on pallet 48 (per shipper) x 48 (per pallet) = 2304.

3. Summary of Changes

<table>
<thead>
<tr>
<th>Version #</th>
<th>Revision History</th>
</tr>
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<tbody>
<tr>
<td>MAN-035</td>
<td>New.</td>
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</table>

End of Procedure