

## LINE III

PROCEDURE FOR PROPER TRANSFER OF  
PRODUCT CONTAINERS TO SHIPPING

May 10, 1989

Container Condition:

1. Packing lift truck driver will only transport full pallets of six export cases that meet the following guidelines:
  - a. Proper packing label is secured to case on right hand side of case and half-way up.
  - b. Handwritten labels are legible.
  - c. Cases are secured at top with rope.
  - d. All cases are free of defects to include tears, holes, oil spots, water spots, etc.
  - e. All cases are properly strapped.
2. Packing lift truck driver will only transport hogsheads that meet the following guidelines.
  - a. Proper packing ticket and bar card are attached to the top and bottom of each hogshead.
  - b. Handwritten packing tickets are legible.
  - c. Hogshead tops and bottoms are properly inserted free of holes, cracks, rusty bands, etc.
  - d. Hogshead mats are free of broken slats, missing pins, broken bands, protruding staples and nails, etc.
  - e. Pins are inserted through all three eyes.

Transporting Containers:

1. Hogsheads will be transported two high.
2. One full pallet of six cases will be transported.
3. Containers will be transported to Central Shipping on the 3-11 and 11-7 shift Monday-Friday, containers will be transported on 7-3, 3-11 and 11-7 shift on Saturday and Sunday.
4. The 7-3 shift lift truck driver is responsible for the container condition of product produced on his/her shift that has to be transported on 3-11 shift.

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Storage Areas:

1. Containers produced on the 7-3 shift Monday-Friday will be stored in "A" Bay in Line III Packing when space permits. Containers will be held in Line III Packing on the 7-3 shift when space does not permit storage and will be transported to Central Shipping on the 3-11 shift.
2. Hogsheads will be double stacked in the first available bay in Central Shipping Monday-Thursday, Hogsheads will be stacked four high in Central Shipping Friday-Sunday.
3. Pallets will be single stacked in the first available bay in Central Shipping Monday-Thursday, Pallets will be double-stacked in Central Shipping Friday-Sunday.
4. All rejected and "ON HOLD" containers will be stored in Line III Packing. Do not store in Central Shipping.

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