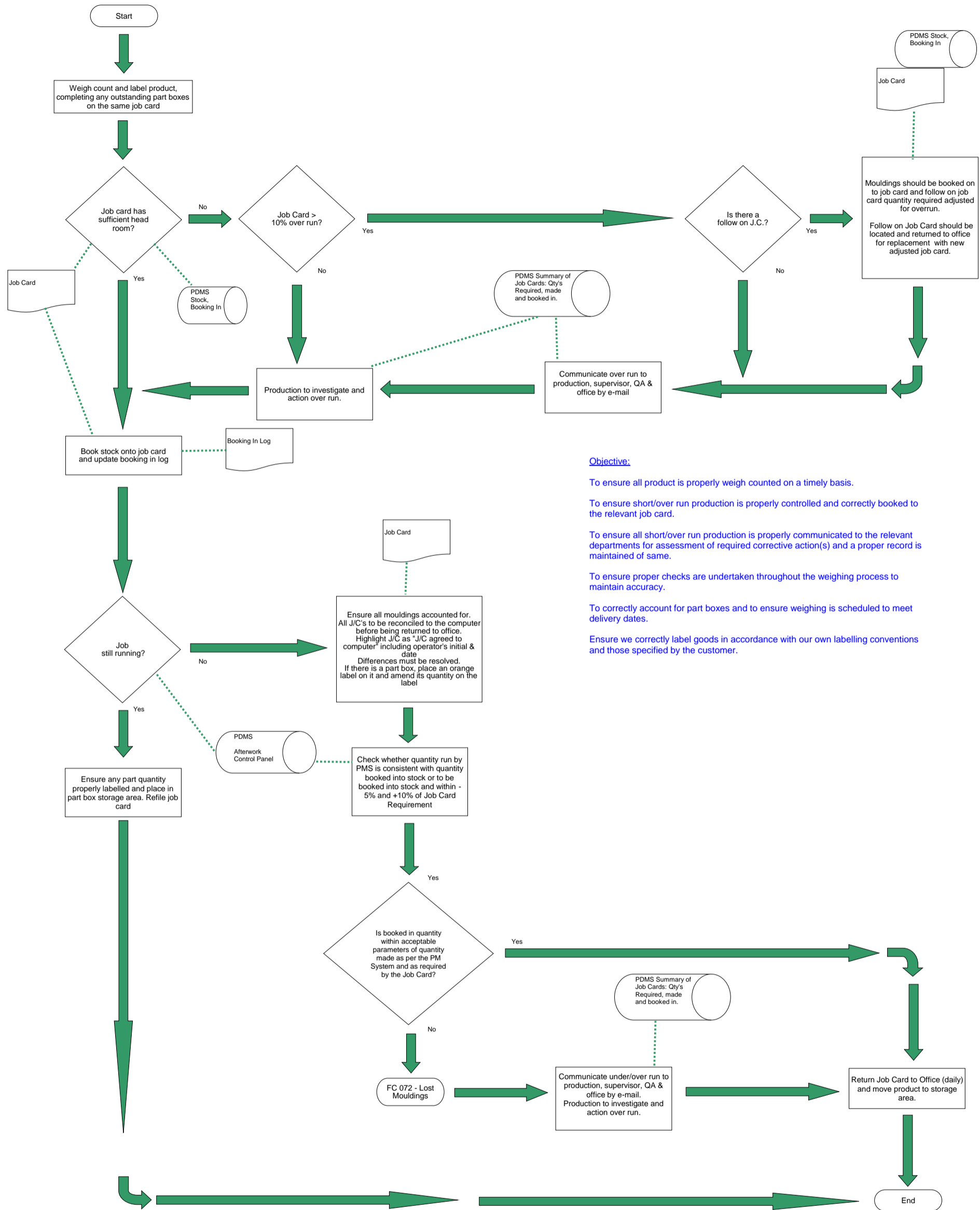


FC 029 Weighing Product and Booking In



Objective:

- To ensure all product is properly weigh counted on a timely basis.
- To ensure short/over run production is properly controlled and correctly booked to the relevant job card.
- To ensure all short/over run production is properly communicated to the relevant departments for assessment of required corrective action(s) and a proper record is maintained of same.
- To ensure proper checks are undertaken throughout the weighing process to maintain accuracy.
- To correctly account for part boxes and to ensure weighing is scheduled to meet delivery dates.
- Ensure we correctly label goods in accordance with our own labelling conventions and those specified by the customer.