

Redi-2-PaQ Home Products / Redi-2-DrinQ Group

Shipping and Receiving Project Guidelines and Checklist

The Redi-2-PaQ Home Products and Redi-2-DrinQ Group companies engage in several projects simultaneously. Many clients share the same flavor houses, vendors, and packaging suppliers. The following guidelines will guide each project's specific requirements and guide Good Manufacturing Practices (GMP) from conception to completion.

Please review and follow the following Shipping and Receiving Guidelines

- Please **DO NOT** send any materials before being authorized by Project Management.
- All incoming materials must be labeled with the Project Name or Project Number on the Packing List.
- All materials **MUST HAVE** a Certificate of Analysis (COA) with lot number, packing list, weights/unit counts, and a Material specification sheet.
- All materials **MUST BE** inspected and approved by the Redi-2-PaQ Quality Control Team. Under the company's Standard Operating Procedures (SOP), Good Manufacturing Practices (GMP) and Safe Quality Food (SQF) Guidelines.
- Redi-2-PaQ/Redi-2-DrinQ reserves the right to reject any non-conforming materials that are not compatible with the GMP, SOP, or SQF specifications mentioned above.
- All Materials **MUST ARRIVE** with (tamper-evident) seals and packaging unopened.
- Open, contaminated, or damaged materials that arrive will be rejected to protect the Project's integrity.
- **All Alcohol products must arrive with a COA with a corresponding Lot Number, UN Number (Fire Hazard), Alcohol by Volume percentage, Density, and Transfer of Bond.**
- All deliveries **MUST ARRIVE** in covered commercial vehicles (no civilian transport).
- All delivery vehicles may be subject to a visual safety/containment inspection.
- All shipments **MUST ARRIVE** with a Packing List and a Bill of Lading, with weights, and counts.
- All materials for samples, R&D, and product testing are subject to the same criteria as those mentioned above.
- If shipping equipment is necessary, please contact your Project Manager for specific instructions.

Transfer of Materials from another facility to Redi-2-PaQ / Redi-2-DrinQ

Partial and product from previous productions

Raw Materials/Ingredients

- Closed, sealed (Tamper evident), and labeled (please seal Items in heavy-duty waterproof bags).
- Received with COA with Lot number and specification sheet.
- Label will include the product weight, date of re-packaging, and packager's initials.
- Itemized packing list including all delivered materials. (weights and unit counts)

Packaging Materials

- Loose items e.g. pouches and caps. Please count the units placed in heavy-duty bags and seal them (Tie-off) in sealed cartons with a label with product count, date of re-packaging, and packager's initials.
- Bulk packaging is to be counted, palletized, and wrapped. Please label with product count, date of re-packaging, and packager's initials.
- Materials must be received with COA with lot numbers and specification sheets with the dimensions (die lines).
- Itemized packing list including all delivered materials (weights and unit counts).

Alcohol Products

- Totes to be sealed at cap and spout (wire tamper evident seals preferred).
- Barrels and smaller containers will be sealed and bound with tamper-evident tape or locking closures.
- Current weight, product identification, and lot number must be adhered to the container.
- All Alcohol products must arrive with a COA with a corresponding Lot number, UN number (Fire Hazard), Alcohol by Volume percentage, Density, and Transfer of Bond.
- Containers are to arrive contaminant-free and free of dirt and debris.
- Itemized packing list including all delivered materials. (weights and unit counts)

Notes

- All transferred materials must meet the same requirements as the GMP, SOP, and SQF guidelines.
- Have your current packaging specialist pack all transferable items with great care. Rejected materials are time-consuming and quite expensive.
- These guidelines are intended to safeguard the Project, the Client, Redi-2-PaQ and Redi-2-DrinQ Group.