



## About This Helpful Hint

This "Helpful Hint" is to help you understand our lot traceability.

Gaska Tape's commitment to quality includes lot traceability, which allows us to trace our material from the customer's receipt, back to our raw material supplier. It is referred to as "locate" (for lot control and traceability exercise). This traceability allows us to identify all material to each carton, container, or log. Should a problem be identified, (e.g. Raw Material) we can trace all material produced back to our supplier and their lot designation. By being able to track non-conforming lots of material, it protects our customer, and any other customer who might have received material from the same lot.

## After Manufacturing

At the end of every production line, a (white) identification label affixed to the material. The information that can be found on the on the (white) identification label is as follows:

- Material description (Density, Thickness, Length, Adhesive Coating).
- Work order number or pick list number.
- Lot number and batch number.

Gaska Tape uses both lot numbers and batch numbers. The customer will only see the batch number. The difference between lot numbers and batch numbers are as follows:

- Lot numbers assigned to the Plastisol (liquid foam) mixed from one work order and put into a storage vessel. All storage vessels are numbered and will either be identified by a tank number (large vessel) or a three wheeler (small vessel).

- A batch is smaller than a lot (i.e. lot could be 25,000 lbs. of V700 Series). A batch is a single work order that is drawn from a single tank. The ten logs that the customer ordered would be considered a batch. If the ten logs are for two customers it would still be considered on batch if they are on the same work order.

- A batch number would appear as follows: T11-11174

- To understand the batch number you break it down as follows: T11/11/17/4/

T11 =Tank Number (storage vessel) , the lot from which the batch is drawn.

11 =Month  
17 =Day  
4 =Year

- After the manufacture of material, the operator affixes a white material identification label generated by the bar code system, on the outside of log or carton.

- If the material is further processed in a down stream operation the operator removes the up stream white identification label affixes it to the production paperwork, and attaches a new label to newly processed material. The operator then transcribe the batch number(s) from the old label to the new label.

- For example: Material drawn from tank 14 and produced on oven #2, and run by our first shift technician, on August 2, 2004 would have the following batch number (T14=08024). If that material was further processed in a downstream operation on August 5, the operators would add the additional information to the label and to the paperwork. The batch number would now look like this (T14-08024 08054).

- The addition of the new information does not make it a new batch number as it relates to a certificate of conformance (COC) or a certificate of analysis (COA). For example if a production run extends from one shift to another the batch number would be as (T14-08024). With one exception, for production purposes, our calendar date changes at the start of first shift. Therefore a batch that ran from third shift to first would be as follows (T14-08024 and T14-08034) would be recorded internally as one batch number because it was all on one work order. The labels would be stamped with the two different batch numbers but the COA would have the same test results.

- While a COA provides actual test results related to the "Lot" of material not the individual batches run from the "Lot", a COC simply states that the above material is what we say it is.

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