

TECHNICAL ASSISTANCE BULLETIN



TOPIC: PRODUCT TRACEABILITY AND END PANEL CASE LABEL GUIDELINES

NUMBER: 0003 REVISION: H ISSUED: August 8th, 2022

Purpose

To ensure that Silgan Closure products meet your traceability expectations, we have developed the following document describing our traceability process through our production operations. All primary Silgan traceability numbers are bolded throughout this document:

1. **Primary closure production:** After closures are molded and boxed, each carton is labeled. This label describes the following manufacturing and product description information:



Figure 1: Example of a Plastic Primary Operation Carton Label

MANUFACTURING AND PRODUCT DESCRIPTION INFORMATION

- A. Manufacturing Company
- B. Manufacturing Plant (City, State)
- C. Closure Description
- D. Closure Name: Closure size + Product code
- E. Indicates if product is labeled (L), Printed (P) or plain (blank)
- F. Quantity of cartons per pallet.
- G. General Description of product (Closure type, label/print information, customer information, etc.) + Closure Color
- H. COC: Product item number
- I. Alternative product item number (typically customer specified number, blank if not specified)
- J. Closure color item number (if applicable)
- K. Full closure color name (Design # Metals)
- L. Label/print plate number (if applicable)
- M. Liner item number
- N. Quantity of closures per carton
- O. Schedule ID (S#) and Work Order Number
- P. **Carton ID (see figure 4 for breakdown)**
*Carton ID provides full traceability and is the recommended traceability number for documentation.
- Q. **Lot number (see Figure 3 for breakdown)**
- R. Carton number in work order
- S. Line (machine) number
- T. Mold number (may not show any mold number (O))
- U. Closure production date (stamped on metal labels after printing)
- V. Space designated for audit signature/stamps
- W. Silgan packaging barcode (Silgan internal use only)



Figure 2: Example of a Metal Primary Operation Carton Label

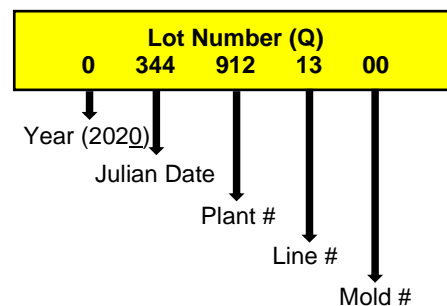


Figure 3: Lot Number Breakdown

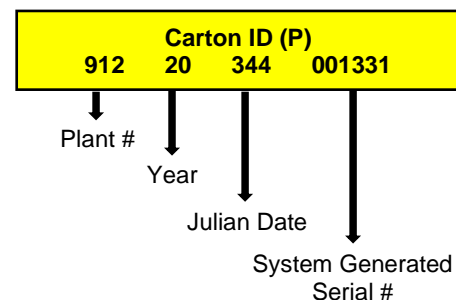


Figure 4: Carton ID Breakdown

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2. **Palletizing:** Each carton is palletized, and each pallet labeled after wrapping. Each carton can be linked/traced back to its pallet through this label. Pallet and carton tags share large amounts of information. Only new information and primary Silgan traceability numbers are highlighted below:

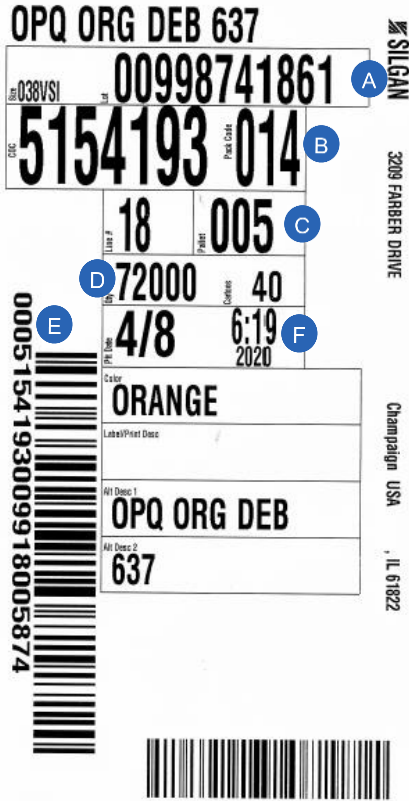


Figure 5: Example of a Primary Pallet Label

MANUFACTURING AND PRODUCT DESCRIPTION INFORMATION

- A. Lot number**
- B. Packaging Code:** Silgan internal number describing secondary packaging materials (bag, carton style, pallet type) and pallet configuration
- C. Pallet number in work order**
- D. Quantity of closures per pallet**
- E. Pallet serial number (see Figure 6 for breakdown)**
*Pallet serial number provides full traceability and is the recommended traceability number, along with Carton ID, for documentation.
- F. Pallet label print time** (printed just after pallet is wrapped)

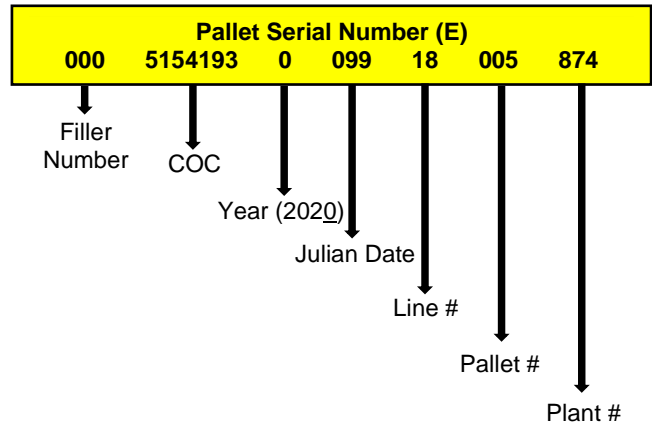


Figure 6: Pallet Serial Number Breakdown

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3. **Secondary Process:** If a product requires a secondary process (labeling, foil insertion, printing), the product carton is labeled with an additional secondary label on top of the mold/primary production label. Only the original production date and lot number information is left visible for traceability purposes as the rest of the product information has changed. The cartons are then palletized, wrapped, and a new pallet label is applied.

SILGAN Champaign, IL
38 INJECTION PLASTI-TWIST PLUS
038VSI **P** **A** Cartons/Pallet
40

B
TEAL ON NATURAL

COC		Alt Item #	
5156607		3011085	
Color	85623	LINER	CAPS/CARTON
NATURAL		648	1800

Carton ID: **87420093052804** **C** S#:187400923006
WO:90329856

Lot: **00938747400** **D** **CARTON # 214**

LINE #	MOLD#	PRINTED	AUDITED
74 E	0 F	04/02/20 G	

Lot: 00838740559		CARTON # 516	
LINE #	MOLD#	MOLDED	AUDITED
05	59	03/23/20	

Figure 7: Example of a Secondary Carton Label

ARIZONA TEAL 3011085 **H**
00938747400 **H**
5156607 **014**
74 **006**
72000 **40**
4/2 **21:04**
2020
Color: **NATURAL**
Label/Print Desc: **J**
Alt Desc 1: **3011085**
Alt Desc 2: **K**

I
0005156607009374006874

SILGAN
3209 FABER DRIVE
Champaign, USA
IL 61822

Figure 8: Example of a Secondary Pallet Label

MANUFACTURING AND PRODUCT DESCRIPTION INFORMATION

- A.** Secondary process (L=Labeled, P=Printed)
- B.** Typically, customer specific information (customer name, label/print description)
- C.** Carton ID
- D.** Lot number
- E.** Secondary process line number
- F.** Mold # (Typically 0 for secondary processes)
- G.** Secondary process production date
- H.** Lot number
- I.** Pallet serial number
- J.** Label/Print description: Description of secondary process print or label. Field is typically blank for primary labels.
- K.** Customer specific field (customer name, label/print information)

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4. **Shipment:** Each customer order shipped is tied to a Certificate of Conformance/Shipping Manifest that provides traceability to the shipment. This manifest also documents all items shipped and provides traceability information for each pallet and carton on the shipment.

Certificate of Conformance / Shipping Manifest



A Plant: Tolleson
Remote Location: N/A
B PO: 5011018

C Destination: _____ **I Date Shipped:** 3/31/2020 **Time:** 11:37:50AM
D Order Number: 2076195 **J Loaded By:** 172
E Carrier: 93649 UPS-CAROL STREAM-NET 20 **K Loaded #:** _____
F Trailer #: _____ **L Car #:** _____ **M Trailer Condition:** _____
G Loading Spot/Dock: Primary location **N Remarks:** _____
H Weather Conditions: _____ **O Seal #:** _____

Item # / Color	Description	Ship Qty	Pallets	Cartons	Weight	Line	Mfg Date
P 5143911 RED (RD1)	038DBJ SCREW CAP RED	2,500	1	1	16		
Q Customer Item #:	300211						
R Lot #: 00648740228		2,500	1	1	16	02	03/04/2020
S S/N: 0005143911006402003912		2,500		1	16		
T Grand Totals:		2,500	1	1	16		

This document certifies that the listed products sold by Silgan Closures were produced according to and meet the specifications and quality standards as laid out for these closures. Specifications can be obtained through the customer drawings by request of the customer.

Lots comply with specifications.

John Scholz
 Quality Manager
 Silgan PCS, Tolleson, AZ

SHIPPING INFORMATION

- A.** Shipping location (typically Plant produced at, Remote shipping location if different than production plant)
- B.** Customer PO number
- C.** Customer name and location site number
- D.** Silgan sales order number
- E.** Carrier name and number
- F.** Trailer number
- G.** Primary or secondary receiving location
- H.** Optional field for driver
- I.** Date and time stamp of shipment
- J.** Silgan employee number
- K.** Total load weight
- L.** Rail car number (if applicable)
- M.** Trailer condition (must meet food safety standards)
- N.** Any additional comments
- O.** Safety seal number

PRODUCT MANUFACTURING AND QUANTITY INFORMATION

- P.** Total shipping quantity (closures, pallets, cartons, weight) for that specific product.
- Q.** Customer item number (CoC or Closure of Choice)
- R.** Lot number: Total shipping quantity from each lot number for product (P).
- S.** Pallet serial number (S/N): Breakdown of all pallets and quantities per pallet shipped with specific lot number (R).
- T.** Grand total shipping quantity on this trailer

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