

# Kraft *Heinz*

## PRINTED PACKAGING CONTROLS

### Global Technical Requirements

*Version 4*  
*October 2015*



Reference Number:	Version 4- October 2015
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Supersedes	Heinz Printing Packaging Controls- Version 3
Reason for change:	Name change only

## **Kraft Heinz Printed Packaging Controls Global Technical Requirements**

### **Introduction:**

With the advent of faster printing presses and automation, printing a single variety on a sheet is no longer economically viable for small volumes due to setting up costs, and therefore composite printing (multiple varieties) per sheet has been introduced. This increases the risk of mixing labels.

Mixing is always caused by human error and therefore robust anti-mixing controls must be applied by all printing suppliers. Anti-mixing protocols must be applied from the pre-press activities, printing plate/stereo handling, issuing and manual handling of printed packaging; anti-mixing protocols must also be applied when there is any sorting or sorting areas. Specific training must be given to all operators handling printed packaging to ensure that they understand the implications of mixing to the business and to human health. This training must be recorded.

The requirements of this Standard shall apply to all suppliers delivering printed packaging to any of the Kraft Heinz Sites globally and is designed to eliminate the risk of mixing printed components.

### **Definitions:**

Printed packaging in this document refers to everything that contains legal information such as ingredients, allergen warnings and bar codes.

### **Design and repro-houses controls:**

Mixing risks must be taken into consideration at the design stage and at the repro-houses. Whenever possible labels should be designed to be significantly different; this is especially important for multi language product labels.

Lap marks should be allocated to labels, cartons and carton sleeves for each variety (SKU) and be significantly different so that any mixing within bundles or pallets becomes visible.

## Requirements:

### **1.0 Risk Assessment:** *(All Materials)*

1.1 The supplier must risk assess all process steps to establish the risk of mixing and to challenge the robustness of the control measures, monitoring procedures and corrective actions, it should also cover any sorting areas. This must be accurately recorded and reviewed when any change in the process or process flows occur. On reeled materials the risk assessment must include the joining operation during slitting and rewinding.

### **2.0 Artwork Control:** *(All Materials)*

2.1 The Supplier must have systems to control artwork, sent to them by approved Repro-Houses or Design Agencies, to eliminate the risk of obsolete artwork being used inadvertently.

2.2 All changes to artwork must be undertaken by the Kraft Heinz Approved Repro-Houses or design agencies and never by the supplier.

### **3.0 Sheet Layout – Single Gang Variety (Only one variety per strip on the sheet):** *(Labels, Cartons and Carton Sleeves)*

3.1 The risk of mixing must also be considered when the layout of the printing sheet is being made, to ensure that gangs of a single variety are achieved for guillotining.

3.2 The number of varieties per sheet is determined by the size of the sheet but should never exceed 12 varieties.

3.3 Lap codes (Leary marks) must be allocated to each of the varieties on a sheet of labels, cartons and carton sleeves.

### **4.0 Sheet checks:** *(Labels, Cartons and Carton Sleeves)*

4.1 The supplier must ensure that the pre-press personnel print the layout sheet for approval by the production personnel. Approval must be recorded.

4.2 The “job bag” for composite printing must be clearly identified with a “Risk of Mixing” label and include the approved sheet in 4.1 to make personnel aware of the risk of mixing during the process of guillotining, punching, die cutting, packing and palletising. The “job bag” must also include all information required to process the order.

**5.0 Control of Printing Cylinders, Plates/Stereos:** *(All Materials)*

5.1 Printing cylinders or plates or stereos must be maintained in a controlled manner. Printing cylinders or plates or stereos for each colour must be clearly referenced.

5.2 The references of the printing cylinders or plates or stereos must be detailed in the Works Order, including the sequence of installation in the printing press.

5.3 A system to destroy or deface obsolete Printing cylinders or plates or stereos must be in place and must be recorded.

**6.0 Line Clearance:** *(All Materials)*

6.1 The line must be fully cleared after each order is processed. ALL items relating to an order must be removed prior to bringing materials for the next order to the line.

The line clearance must include all materials from a previous order. Any retained samples and Quality check samples must be removed or destroyed. Any labelling or packing items must also be removed from the line. The line clearance must be recorded, verified and validated by the line supervisor / manager. Line clearance must be undertaken on all stripping and reworking areas.

6.2 An inventory reconciliation must be undertaken to ensure projected quantities match the actual output for each of the varieties.

**7.0 Work in Progress:** *(All Materials)*

7.1 All pallets of printed materials in progress must be protected (stretch-wrapped or bagged) to ensure no spillages and cross contamination.

**8.0 Separating designs from the printed sheets:** *(Cartons and Carton Sleeves)*

8.1 All designs on a printed sheet must be separated prior to gluing or being packed. Only one variety must be done at any one time.

8.2 A specific area must be allocated for the separation of the designs and must not be used for any other purpose. The Line Clearance protocol must be strictly applied to this operation as described in section 6.0 above.

8.3 Each pallet of blanks (die cut cartons or carton sleeves) must be physically identified and traceable to the operator/s that did the stripping and separation.

**9.0 Gluing:** *(Cartons)*

9.1 Gluing of Kraft Heinz Cartons must only be undertaken on lines that have a lap code reader installed.

9.2 Line clearance must be undertaken after changing variety and at start up after a line shut down. (See 6.0)

9.3 A protocol for the setting up of the lap code reader and challenging its functionality and rejection systems must be established. The number of challenging samples and frequency of the challenge should reflect the capability of the lap code reader and rejection mechanism accuracy. Challenges of the equipment must be recorded.

9.4 Rejections from the lap code reader must be inspected to ensure there are no mixed cartons and the total number of rejects must be recorded.

**10.0 Process only 1000 sheets or full bundle equivalent:** *(Labels and Carton Sleeves)*

10.1 Only piles of 1000 sheets, or equivalent of a full bundle, shall be processed through the guillotine, punching machine or die cutting. This is to avoid making up bundles which will increase the risk of components being mixed within a bundle.

10.2 Piles of sheets less than the bundle quantity must be destroyed and recorded as waste.

10.3 Fallen bundles must be destroyed. Under no circumstances should fallen bundles be re-assembled. Fallen bundles must be recorded as waste.

10.4 Each bundle of labels or carton sleeves must be traceable to the operator who handled it.

**11.0 Pack Check & ID prior to Palletising:** *(Labels, Cartons, Carton Sleeves and single Pouches)*

11.1 Each pack must be checked that there are no mixed bundles of labels, carton sleeves, cartons or pouches within the pack. Each pack must be physically identified as checked and traceable to the operator who has checked it.

**12.0 Palletising:** *(All Materials)*

12.1 Printed Material must not be used as layer pads, dividers or slip sheets for Kraft Heinz Products.

12.2 Kraft Heinz printed material (including waste) must not be used as layer pads, dividers or slip sheets for other customers.

12.3 Part pallets must not be made up to full pallets using a different batch or order unless it has been specified or formal dispensation has been given by Kraft Heinz.

12.4 Pallets must only contain one design or item unless it has been specified or formal dispensation has been given by Kraft Heinz.

**13.0 Positive Release:** *(All Materials)*

13.1 Each Layer on a pallet must be positive released, for no mixing, by someone independent of the operator that has assembled the pallet. The layer must be physically identified as positive released and traceable to the person who undertook the positive release.

13.2 The full pallet must also be positive released for no mixing by the line supervisor. The pallet must be physically identified as positive released and traceable to the person who has undertaken the positive release.

13.3 The pallet must be clearly labelled that it has been checked and that there are no mixed components in the bundles or in the packs or within the pallet.

**14.0 Additional requirements for reeled Printed Packaging Materials:**

14.1 Reeled packaging shall comply with the relevant sections above.

14.2 A system to reconcile joins/splices on the reel must be in place to ensure that they are from the same variety.

14.3 Samples of the ends of both joined/spliced reels must be retained with the production records and be verified as part of the positive release protocol.

14.4 Mixed Reels are not permitted on a pallet unless it has been specified or formal dispensation has been given by Kraft Heinz.

**15.0 Additional Requirements for Printed Containers:**

15.1 Printed containers shall comply with the relevant sections above.

15.2 Bar code readers will be required for printed containers.

15.3 The line clearance procedure (see 6.0) shall include sending dummy samples through the conveying system to the palletiser or packing to ensure that containers do not hang on transfers or dead legs. Documented evidence for the reconciliation of dummy samples is required.