



Selig Group
Technology Department

Inventory Management - Product Tracing and Best Practices

All Selig products regardless of form (That is, Selig Roll/Reel/Tape or Selig Manufactured Pre-Cut Closure Liners/Wads)

Selig Sealing Products, Inc. (Selig) products are often used as food contact packaging articles. Special care is therefore advised in the handling and storage of these closure liner products that shall include protection of the products while in customer inventory from sources of contamination or other conditions that may render the product unsafe for its intended use. The customer is further advised of the importance of liner inventory management best practices to ensure that all liner products are used in a logical sequence that is consistent with current good manufacturing practices (cGMP) and prior to product expiry.

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Customer Notice

Selig strongly encourages its customers to review both their manufacturing processes and their applications of Selig products from the standpoint of Good Manufacturing and the use of First In First Out inventory practices to ensure that Selig products are used only in ways for which they are intended and tested. Selig customer service personnel are available to answer your questions and to provide reasonable technical support. Selig product literature, including technical data sheets, should be consulted prior to use of Selig products. Current product technical data sheets are available from Selig.

Inventory Management - First In, First Out (FIFO)

- 1) Selig's defines "product lot" as the individual roll/reel or tape number for a given order number.
- 2) Selig pre-cut liner or wadding "product lot" is defined according to product order number and carton number.
- 3) The Selig order, lot number, and date of manufacture may be found on every product roll/reel or tape label or carton number.
- 4) Selig advises that each liner order shall be managed according to First In, First Out (FIFO) inventory practice.
- 5) FIFO inventory management may be simply referred to as the liner order that is received first is processed first and what liner order is received next waits in inventory on hold until the first liner order is entirely processed.
- 6) The use of FIFO is consistent with industry best practices such as cGMP for material handling.
- 7) Guidance on the proper storage and handling of Selig products in their various forms is available by referring to Selig Technical Information Bulletins (Roll form: RD091708C) and (Converted Form: RD011207E) that is available on the Selig website or by contacting the Selig Customer Service Department.
- 8) To assure optimum performance, Selig products are best if used or converted in sixty (60) days from date of receipt by customer.

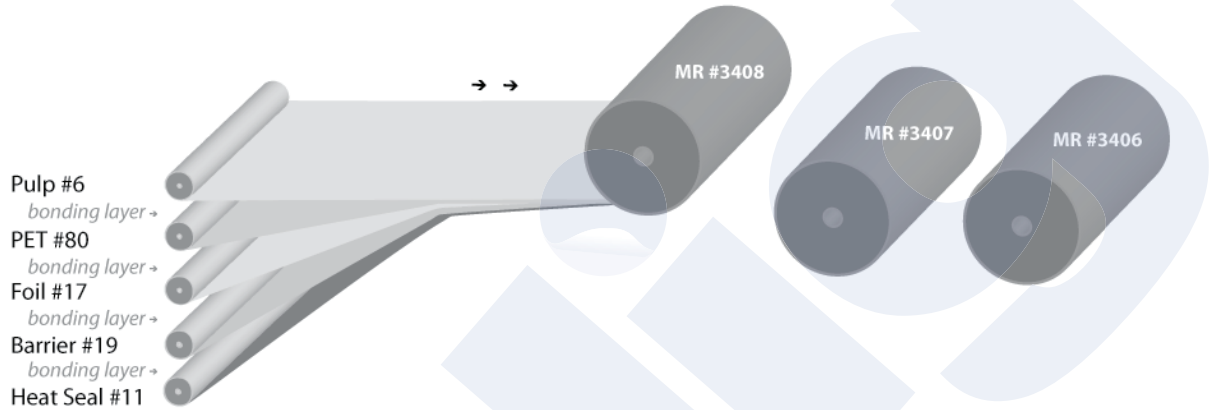
Product Lot Traceability

- 1) Selig maintains 100% traceability of each raw component and finished product lot.
- 2) Selig advises that liner orders shall not be intermixed within closure lots to maintain liner traceability.
- 3) Selig strongly recommends that each closure lot not exceed a Selig liner order.
- 4) Where more than one closure lot is satisfied by one Selig liner order, then the closure lot size should be selected while adhering to point (2) above.
- 5) Selig recommends that a reasonable closure lot size should not exceed 250,000 closures.
- 6) Liner order traceability should be maintained by the customer by recording Selig liner individual roll/tape/bail or reel numbers or liner carton numbers used in the production of each lined closure carton or case.
- 7) To protect the traceability chain for both the closure and liner lots, every lined closure carton or case should be provided with a discrete individual identification mark that is to be referenced and documented by the packaging end-user for component and product tracing.
- 8) Each end-user of lined closures should be advised by Selig customers of the importance of continuing the package traceability chain by using FIFO inventory practices, not intermixing lined closure lots, and the documentation requirements for use of lined closure cartons or cases.
- 9) Selig recommends that lined closure lots should be processed by the end-user in a manner consistent with the above practices.

Roll (Liner/Reel) Tracing Procedure

Step 1

Selig records and retains detailed tracing information for all of the raw materials used to manufacture our products. Each finished product master roll is assigned a MR # that allows full traceability back to all the raw materials and in-house manufacturing processes (extrusion, laminating, bonding, printing and slitting) utilized to create the Selig product.



Recorded Information

Raw Material Tracing (from supplier) → →

Pulp - Roll #6
 PET - Roll #80
 Foil - Roll #17
 Barrier - Roll #19
 Heat Seal - Roll #11

Finished Goods Tracing

MR #3406, #3407, #3408
 (MR # = Trace includes raw materials, bonding layers and manufacturing processes (extrusion, laminating, bonding, printing, and slitting).)

Step 2

Master Roll is slit into special roll (tape/reel) widths based on customer's requirements and is assigned Slit Roll (Tape/Reel) Set #'s.



Recorded Information

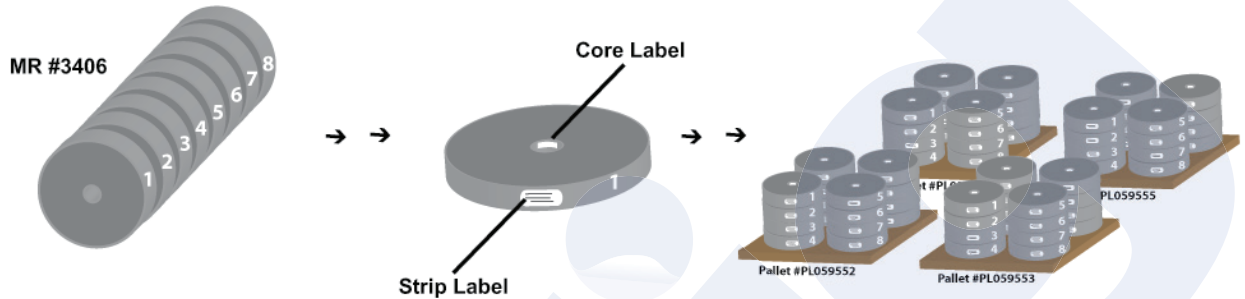
Raw Material Tracing (from Selig) → →

MR #3406

Finished Goods Tracing

MR #3406
 Slit (Tape/Reel) Set #1/8, #2/8...#8/8
 Example: Slit Set 1 = Rolls 1-8

Step 3 Each slit roll (tape/reel) is labeled with two identical labels (one on the outer strip and one on the core).



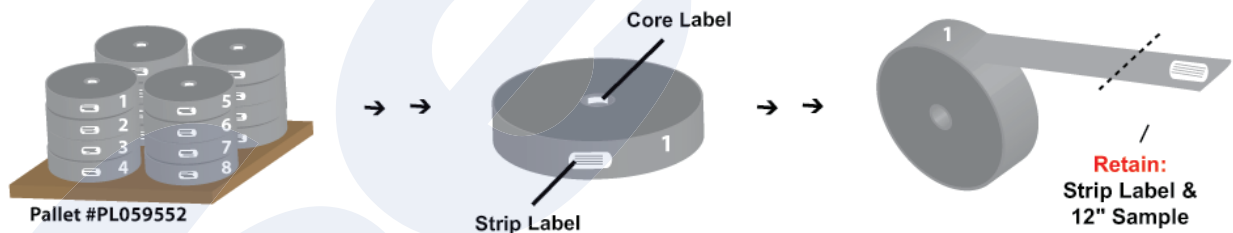
Recorded Information

Raw Material Tracing (from Selig)
MR #3406 / Set #1/8, #2/8...#8/8



Finished Goods Tracing
Core & Strip Labels (Selig Tracing)
Pallet #PL059552

Step 4 Closure/Cap Manufacturer: As slit rolls (tapes/reels) are removed from pallets (using FIFO) and loaded onto lining equipment roll unwind stand for punching, **REMOVE AND RETAIN** Strip Label with a 12" sample of material – to correspond to boxes of lined closures fulfilled by slit roll# (tape/reel).



Example: Strip Label Tracing | Roll to Carton

Record:
Roll (Tape/Reel)
Information

DATE _____	CAP _____
SHIFT _____	LINER _____
TIME _____	
8:00A-10:00A	Roll (Tape/Reel) Information Boxes 1-25
10:00A-12:00P	Roll (Tape/Reel) Information Boxes 26-50

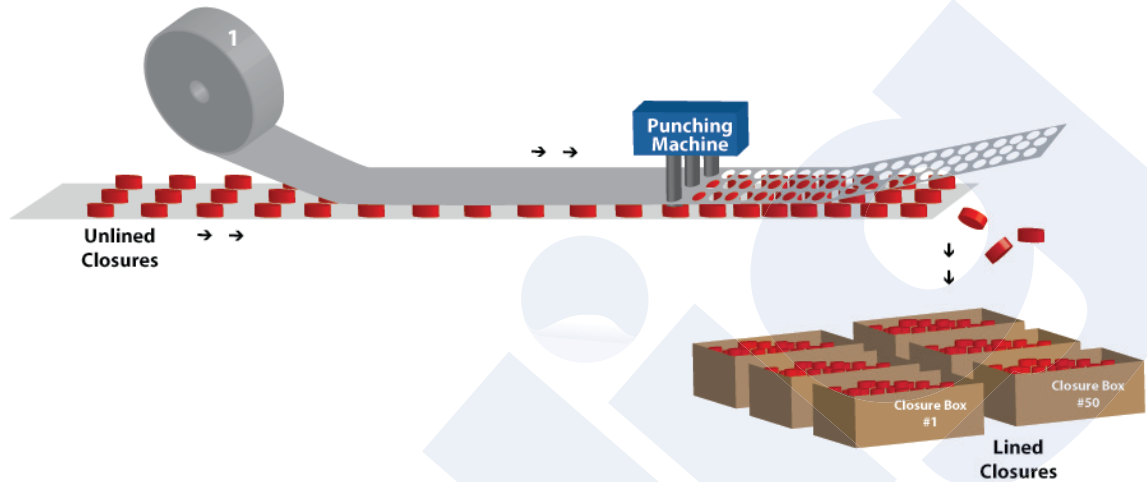
Recorded Information

Raw Material Tracing (from Selig)
Pallet #PL059552



Finished Goods Tracing
Retain Strip Label with 12" Sample
Record Roll (Tape/Reel) Information
**Refer to pages 13-17 for information to record from Roll (Tape/Reel)*

Step 5 Closure/Cap Manufacturer: Punches innerseals from roll (tape/reel) into closures. Lined closures are packed into cartons/boxes and assigned #/ID – boxes/cartons fulfilled by corresponding Roll # (Tape/Reel).



Recorded Information

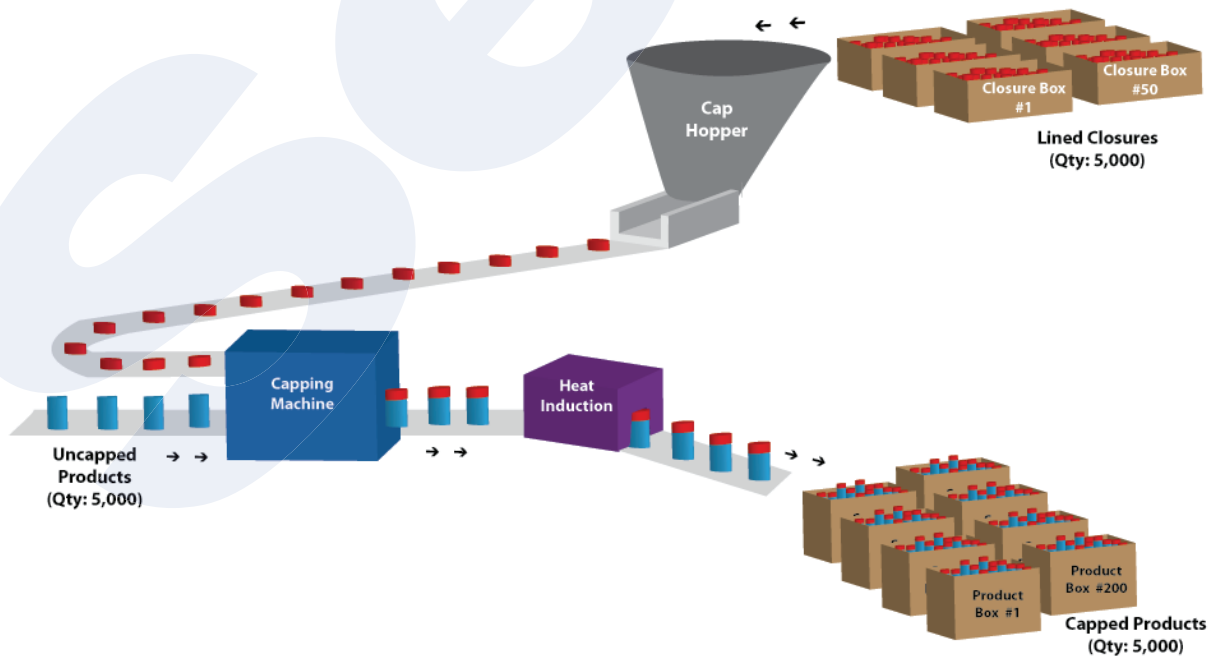
Raw Material Tracing (from Selig) → →

Finished Goods Tracing

Roll (Tape/Reel) Information
*Refer to pages 13-17 for information to record from Roll (Tape/Reel)

Closure Box/Carton #1, #2, #3...#50
(Boxes/Cartons fulfilled by Roll/Tape/Reel #1/8)

Step 6 End-user: Lined closures are loaded into hopper (using FIFO) and end-use products are capped. Capped products are boxed and assigned #/ID and labeled.



Recorded Information

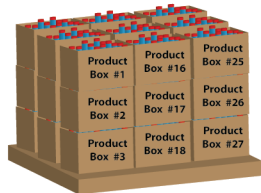
Raw Material Tracing (from cap manuf.) → →

Finished Goods Tracing

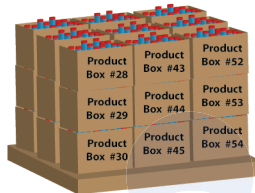
Closure Box/Carton #1, #2, #3...#50
(Qty: 5,000 lined caps)

Product Box #1, #2, #3...#200
(Qty: 5,000 sealed products)

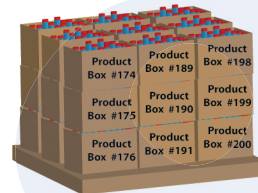
Step 7 End-user: Finished products/packages are loaded onto pallets and assigned #/ID.



Pallet #1
(Box #1-27)



Pallet #2
(Box #28-54)



Pallet #8
(Box #174-200)

Recorded Information

Raw Material Tracing (End-user)

Product Box #1, #2, #3...#200
(Qty: 5,000 sealed products)

→ →

Finished Goods Tracing

Product Pallet #1, #2, #3...#8
(Qty: 5,000 sealed products)

Example: Pallet #1 = Box #1-27
Pallet #2 = Box #28-54
Pallet #3 = Box #55-81

...

Pallet #8 = Box #174-200

Reverse Tracing Sample | End-Use Products to Raw Materials - Roll (Tape/Reel)

Tracing: End-User to Closure/Cap Manufacturer



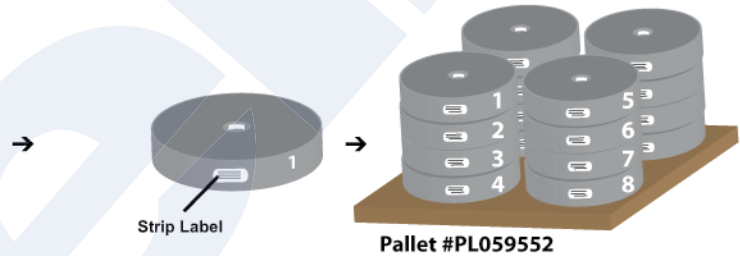
Step 1: Weak seal product from Pallet #1 / Product Box #27

Step 2: Product Boxes #1-200 capped with lined closures from Closure Boxes #1-50

Step 3: Provide Closure Box #/IDs to Closure/Cap manufacturer for tracing.

Closure/Cap Manufacturer to Selig Product

DATE _____	CAP _____
SHIFT _____	LINER _____
TIME _____	
8:00A-10:00A	Roll (Tape/Reel) Information Boxes 1-25
10:00A-12:00P	" " Boxes 26-50

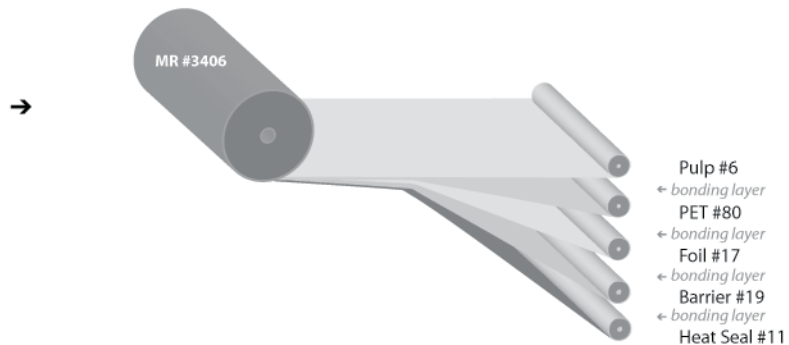
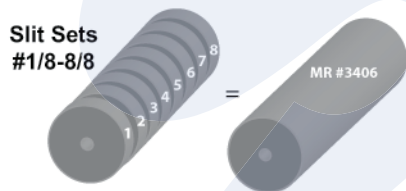


Step 4: Closure Boxes #1-50 were filled by closures punched with liner material from Slit Set #1/8 / Pallet #PL059552.

Step 5: Provide critical Strip Label information to Selig for tracing.

**Refer to pages 13-17 for critical Strip Label information.*

Selig Product to In-House Processes & Supplier's Raw Materials



Step 6: Slit Sets #1/8-8/8 were slit from Master Roll (MR) #3406.

Step 7: MR #3406-3408 used raw materials: Pulp #6, PET #80, Foil #17, Barrier #19 and Heat Seal #11

(MR#: Traces raw materials, bonding layers and Selig's in-house manufacturing processes (extrusion, laminating, bonding, printing and slitting).)

Pre-cut Disc (Liner/Wad) Tracing Procedure

Step 1

Selig records and retains detailed tracing information for all of the raw materials used to manufacture our products. Each finished product master roll is assigned a MR # that allows full traceability back to all the raw materials and in-house manufacturing processes (extrusion, laminating, bonding, printing and slitting) utilized to create the Selig product.



Recorded Information

Raw Material Tracing (from supplier)

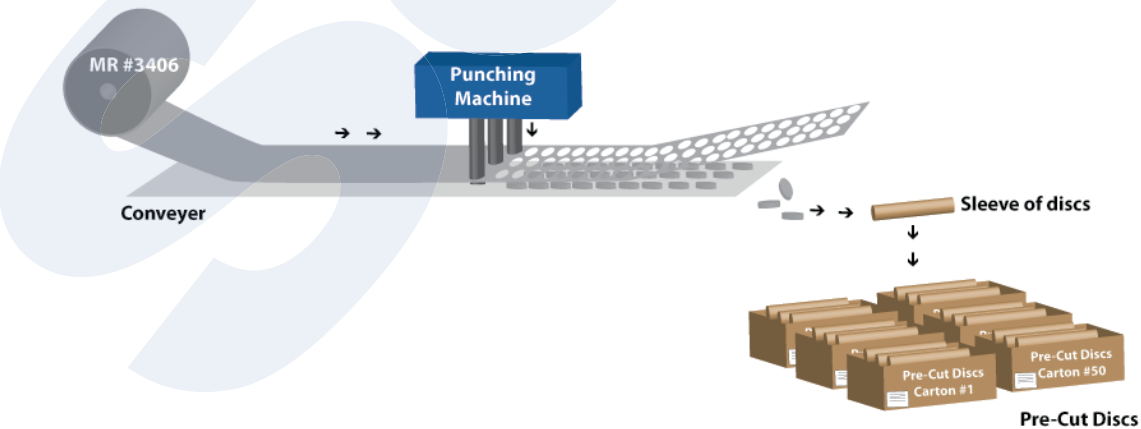
Pulp - Roll #6
 PET - Roll #80
 Foil - Roll #17
 Barrier - Roll #19
 Heat Seal - Roll #11

Finished Goods Tracing

MR #3406, #3407, #3408
 (MR # = Trace includes raw materials, bonding layers and manufacturing processes (extrusion, laminating, bonding, printing, and slitting).)

Step 2

Pre-Cut Discs (liners/wads) with diameters based on customer's requirements are punched from Master Roll (tape/reel), packed into sleeves, boxed and assigned #/ID – connecting cartons of pre-cut discs (liners/wads) fulfilled by corresponding MR#.



Recorded Information

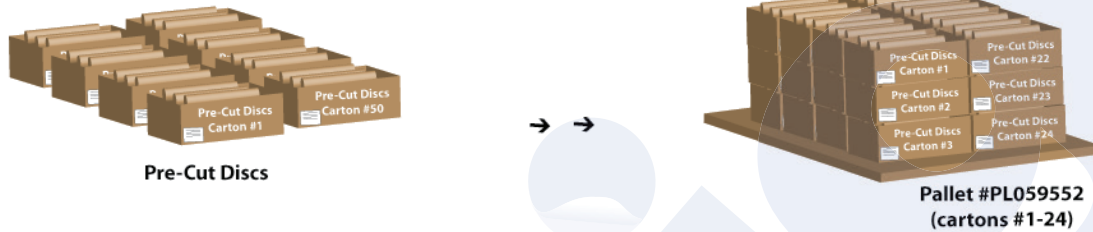
Raw Material Tracing (from Selig)

MR #3406

Finished Goods Tracing

Pre-Cut Discs Carton #1, #2, #3...#50
 (Cartons filled by MR #3406)

Step 3 Labeled cartons of pre-cut discs (liners/wads) are loaded onto to pallets and assigned pallet #s..



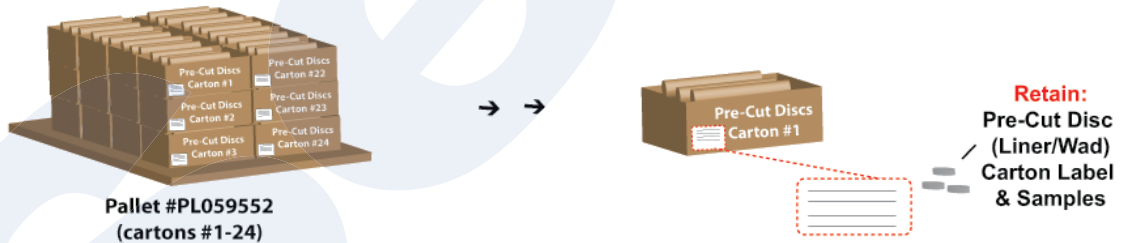
Recorded Information

Raw Material Tracing (from Selig)
Pre-Cut Disc Cartons #1-50



Finished Goods Tracing
Pallet #PL059552
Carton Labels (Selig Tracing)

Step 4 Closure/Cap Manufacturer: Cartons of pre-cut discs (liners/wads) are removed from pallets (using FIFO) and loaded into inserting machine. Carton Label and samples are **REMOVED AND RETAINED** – to correspond to boxes of lined closures fulfilled by carton#.



Record:
Pre-Cut Disc
(Liner/Wad)
Carton Information

Example: Carton Label Tracing | Pre-Cuts to Carton

DATE	SHIFT	CAP	LINER
8:00A-10:00A		Pre-Cut Disc (Liner/Wad) Information	Boxes 1-25
10:00A-12:00P		Pre-Cut Disc (Liner/Wad) Information	Boxes 26-50

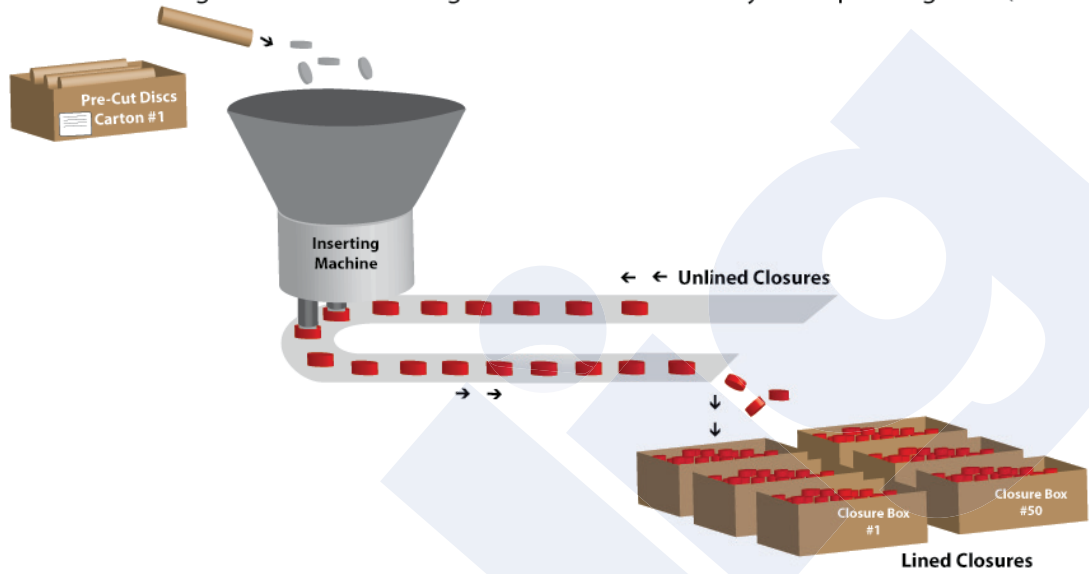
Recorded Information

Raw Material Tracing (from Selig)
Pallet #PL059552



Finished Goods Tracing
Retain Carton Label with Samples
Record Carton Label Information
**Refer to pages 18-19 for information to record from Pre-Cut Disc (Liner/Wad) Carton Label*

Step 5 Closure/Cap Manufacturer: Inserts pre-cut discs (liners/wads) into closures. Lined closures are packed into cartons/boxes and assigned #/ID - connecting boxes/cartons fulfilled by corresponding discs (liners/wads).



Recorded Information

Raw Material Tracing (from Selig)

→ →

Finished Goods Tracing

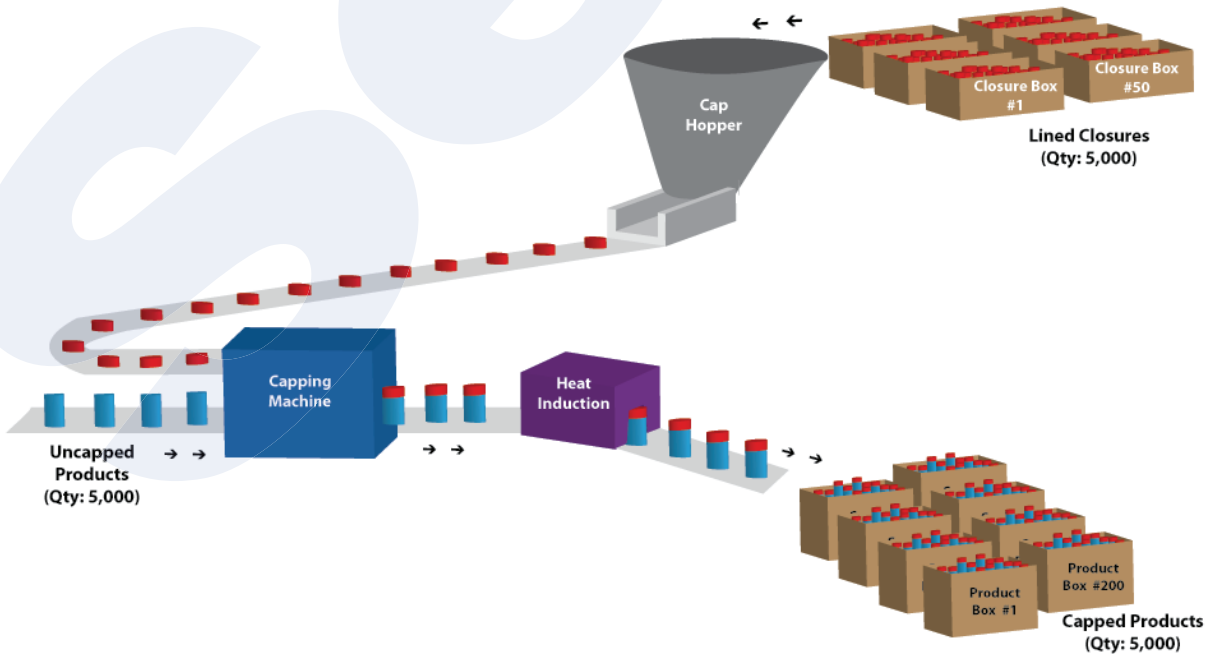
Pre-Cut Disc (Liner/Wad) Carton Information

**Refer to pages 18-19 for information to record from Pre-Cut Disc (Liner/Wad) Carton Label*

Closure Box/Carton #1, #2, #3...#50

(Boxes/Cartons fulfilled by Pre-Cut Discs (Liners/Wads) Carton #1)

Step 6 End-user: Lined closures are loaded into hopper (using FIFO) and end-use products are capped. Capped products are boxed and assigned #/ID and labeled.



Recorded Information

Raw Material Tracing (from cap manuf.)

→ →

Finished Goods Tracing

Closure Box/Carton #1, #2, #3...#50
(Qty: 5,000 lined caps)

Product Box #1, #2, #3...#200
(Qty: 5,000 sealed products)

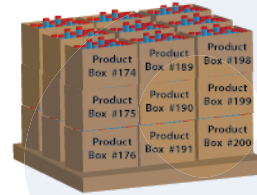
Step 7 End-user: Finished products/packages are loaded onto pallets and assigned #/ID.



Pallet #1
(Box #1-27)



Pallet #2
(Box #28-54)



Pallet #8
(Box #174-200)

Recorded Information

Raw Material Tracing (End-user)

Product Box #1, #2, #3...#200
(Qty: 5,000 sealed products)

→ →

Finished Goods Tracing

Product Pallet #1, #2, #3...#8
(Qty: 5,000 sealed products)

Example: Pallet #1 = Box #1-27
Pallet #2 = Box #28-54
Pallet #3 = Box #55-81

...

Pallet #8 = Box #174-200

Reverse Tracing Sample | End-Use Products to Raw Materials - Pre-Cut Disc (Liner/Wad)

Tracing: End-User to Closure/Cap Manufacturer



Step 1: Weak seal product from Pallet #1 / Product Box #27

Step 2: Product Boxes #1-200 capped with lined closures from Closure Boxes #1-50

Step 3: Provide Closure Box #/IDs to Closure/Cap manufacturer for tracing.

Closure/Cap Manufacturer to Selig Product



Step 4: Closure Boxes #1-50 were filled by closures lined with pre-cut discs (liners/wads) from Carton #1 / Pallet #PL059552.

Step 5: Provide critical Pre-Cut Discs Carton Label information to Selig for tracing.

**Refer to pages 18-19 for critical Pre-Cut Disc (Liner/Wad) Carton Label information.*

Selig Product to In-House Processes & Supplier's Raw Materials



Step 6: Pre-Cut Discs (liners/wads) Cartons #1-50 were punched from Master Roll (MR) #3406.

Step 7: MR #3406-3408 used raw materials: Pulp #6, PET #80, Foil #17, Barrier #19 and Heat Seal #11

(MR#: Traces raw materials, bonding layers and Selig's in-house manufacturing processes (extrusion, laminating, bonding, printing and slitting).)

Roll/Tape/Reel Labels and Locations

Every roll (tape/reel) contains two identical labels located on the core and the outside strip:

Product Core Label: The information contained on this label will allow you to systemically trace the precise raw material that corresponds to a specific batch of your closures. **Never remove this label from the core of a product roll (tape/reel).**

Strip Label: The information contained on this label is identical to the Product Core Label. However, **this label should be trimmed off the roll (tape/reel) with approximately 12 inches of product to retain as a sample for your records.**



Product Core Label

Contains same information as Strip Label.

Strip Label

Contains the following:

- Roll Identification #
- Ship/Dispatch Date
- Product Expiration Date
- Product Description (Name, Code or Brand)

Refer to the following pages (14-16) to view sample labels for Roll (Tape/Reel) manufactured from each Selig location.

Product Roll (Tape/Reel) Strip Label

Facility: Forrest, IL - USA



Key Information – Product Strip Label

Contains same information on inner Core Label.

It is essential that **CORE LABELS REMAIN ADHERED IN PLACE** and **OUTER LABELS ARE TO BE RETAINED WITH SAMPLE FROM EACH ROLL (TAPE/REEL) PROCESSED TO CORRESPOND WITH YOUR PRODUCTION RECORDS.** This information will allow us to quickly retrieve our retains and production data to trace back to material used in the manufacture of your order and the raw materials which were used in that specific unit of production. This will meet quality assurance & product safety systems/standards.

1. **LOT #:** Critical information to record for full traceability.
2. **PRODUCT EXPIRATION DATE:** Use before this date. Products used after the expiration date or that have been improperly stored or handled shall be deemed “Out of Condition” and if used, is the sole responsibility of the customer.

Product Roll (Tape/Reel) Strip Label

Facility: Bradford - Canada



ISPP U10			
Width: 7.0625 IN	Cust Item # BG601069E	Order #: SC00009635	
Lot #: A00000449224042	Job #: J000024843	PO # 42709/SNC007450	
Pallet #: PL045072	LN #: 1	Date: 01/21/2015	
Item #: 44M0461-7.0625	Qty: 290 LY	Time: 7:27 AM	
No. Of Splices: 1	Product Expiration Date: 01/21/2016		

Key Information – Product Strip Label

Contains same information on inner Core Label.

It is essential that **CORE LABELS REMAIN ADHERED IN PLACE** and **OUTER LABELS ARE TO BE RETAINED WITH SAMPLE FROM EACH ROLL (TAPE/REEL) PROCESSED TO CORRESPOND WITH YOUR PRODUCTION RECORDS.** This information will allow us to quickly retrieve our retains and production data to trace back to material used in the manufacture of your order and the raw materials which were used in that specific unit of production. This will meet quality assurance & product safety systems/standards.

1. **LOT #:** Critical information to record for full traceability.
2. **PRODUCT EXPIRATION DATE:** Use before this date. Products used after the expiration date or that have been improperly stored or handled shall be deemed “Out of Condition” and if used, is the sole responsibility of the customer.

Product Roll (Tape/Reel) Strip Label

Facilities: Slough - UK



1.20 IHS 205		Safe-Gard			
Width	45 MM	Cust_Item	Test Customer item	Order	CSL0000032-1-0
Lot	LS000000002841	Job	JSL0000117	PO	Test Cust PO
Pallet	PT000149	LN	1	Date	23/02/2017
Item	T-IAK-004500-C12	Qty	0 LM	Time	4:00 PM
No. Of Splices: 1		Product Expiration Date 23/02/2018			

Key Information – Product Strip Label

Contains same information on inner Core Label.

It is essential that **CORE LABELS REMAIN ADHERED IN PLACE** and **OUTER LABELS ARE TO BE RETAINED WITH SAMPLE FROM EACH ROLL (TAPE/REEL) PROCESSED TO CORRESPOND WITH YOUR PRODUCTION RECORDS**. This information will allow us to quickly retrieve our retains and production data to trace back to material used in the manufacture of your order and the raw materials which were used in that specific unit of production. This will meet quality assurance & product safety systems/standards.

1. **SELIG ORDER:** Critical information to record for full traceability.
2. **LOT #:** Critical information to record for full traceability.
3. **PRODUCT EXPIRATION DATE / EXPIRY:** Use before this date. Products used after the expiration date or that have been improperly stored or handled shall be deemed "Out of Condition" and if used, is the sole responsibility of the customer.

**Pre-Cut Disc
(Liner/Wad)
Carton Labels
and Locations**

Every carton of pre-cut discs (liners/wads) contains a label located on the carton:

Pre-Cut Disc (Liner/Wad) Carton Label: The information contained on this label will allow you to systemically trace the precise raw material that corresponds to a specific batch of your closures. **This label should be retained with samples of product for your records.**



Pre-Cut Disc (Liner/Wad) Carton Label

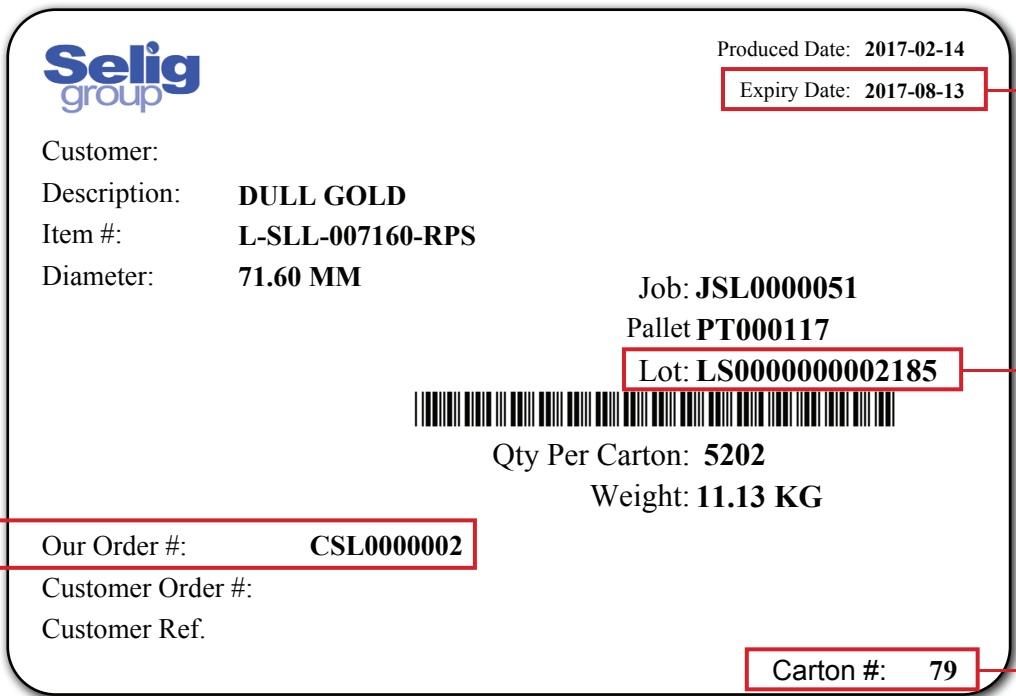
Contains the following:


- Carton #
- Order Number
- Diameter
- Ship/Dispatch Date
- Product Expiration Date

Refer to the following page (18) to view sample label for Pre-Cuts manufactured from Selig's Slough, UK location.

Product Pre-cut Disc (Liner/Wad) Carton Label

Facility: Slough - UK



	Produced Date: 2017-02-14
	Expiry Date: 2017-08-13
Customer:	
Description:	DULL GOLD
Item #:	L-SLL-007160-RPS
Diameter:	71.60 MM
	Job: JSL0000051
	Pallet PT000117
	Lot: LS000000002185
	Qty Per Carton: 5202
	Weight: 11.13 KG
Our Order #:	CSL0000002
Customer Order #:	
Customer Ref.	
	Carton #: 79

Key Information – Product Carton Label

It is essential that **LINER CARTON/BOX LABELS ARE TO BE RETAINED WITH SAMPLES FROM EACH PRODUCT PROCESSED TO CORRESPOND WITH YOUR PRODUCTION RECORDS.** This information will allow us to quickly retrieve our retains and production data to trace back to material used in the manufacture of your order and the raw materials which were used in that specific unit of production. This will meet quality assurance & product safety systems/standards.

1. **OUR ORDER:** Critical information to record for full traceability.
2. **CARTON #:** Critical information to record for full traceability.
3. **PRODUCT EXPIRATION DATE / EXPIRY DATE:** Use before this date. Products used after the expiration date or that have been improperly stored or handled shall be deemed "Out of Condition" and if used, is the sole responsibility of the customer.
4. **LOT #:** Critical information to record for full traceability

Selig Medical Application Policy

- Selig will not knowingly sell or sample any product (“Product”) into any commercial or developmental application that is intended for:
- (a) permanent (Long term) contact with internal body fluids or internal body tissues. Long term is a use which exceeds 72 continuous hours;
 - (b) use in cardiac prosthetic devices regardless of the length of time involved; (Cardiac prosthetic devices include, but are not limited to, pacemaker leads and devices, artificial hearts, heart valves, intra-aortic balloons and control systems, and ventricular bypass assisted devices);
 - (c) use as a critical component in medical devices that support or sustain human life; or
 - (d) use in applications designed specifically for pregnant women or designed specifically to promote or interfere with human reproduction.

Additionally, all Products intended for use in pharmaceutical applications, other than pharmaceutical packaging, must pass the current Pharmaceutical Liability Guidelines.

- For the products sold by the Selig, new business opportunities require a business assessment prior to sale or sampling of Selig products.
- Authorized distributors and resellers will adhere to this medical policy.
- Selig does not endorse or claim suitability of their products for specific medical applications. It is the responsibility of the medical device or pharmaceutical manufacturer to determine that the Selig product is safe, lawful, and technically suitable for the intended use. SELIG MAKES NO WARRANTIES, EXPRESS OR IMPLIED, CONCERNING THE SUITABILITY OF ANY SELIG PRODUCT FOR USE IN MEDICAL APPLICATIONS.

Disclaimer

NOTICE: Selig assumes no obligation or liability for the information in this document. Because use conditions may differ from one location to another and may change with time, the Customer is responsible for determining whether products and the information in this document are appropriate for the Customer’s use. All statements, technical information, and recommendations are based on tests Selig believes to be reliable, but the accuracy or completeness of the tests is not guaranteed. Selig provides a warranty for products, subject to important limitations and restrictions, all as described in Selig Terms of Sale, which a copy will be furnished to you upon request. **THE WARRANTY CONTAINED IN SELIG TERMS OF SALE IS THE ONLY WARRANTY EXTENDED BY SELIG AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

NOTICE: If products are described as “experimental” or “developmental”: (1) product specifications may not be fully determined; (2) analysis of caution in handling and use are required; and (3) there is greater potential for Selig to change specifications and/or discontinue production.