**Batch Approvals**: Batch approvals are required to be done every approximately 24hrs (except weekends). Monday’s batch approvals should be done in the morning to process fruit that was pre-sized on the weekend. Tuesday – Friday is best done after the lunch period to allow time for the morning fruit to be processed & the weight calculations to be finalised.

Put a little flow diagram in here to show movement of fruit / allocation of batch-lot numbers etc.

Ask Daniel – how is the weight determined? Is one full bin assumed to be 300kg and one full juice bin to be 400kg??

**Batch Approving via Pack Manager**

* Open Pack Manager
* Select the Packing button (large button to the right)
* Select the other Packing button (button to the left)
* Open Batch (this opens the previous month of Batches received in. Note: A batch refers to

one receival (could be multiple bins) of one type of apples from one grower.

* Proceed to process the batches requiring approval for the previous 24hrs (those whose rows are still white and not yet highlighted green or ?? another colour??) as follows:
* Check the weight difference is <10%. If it is not yet <10% or isn’t yet calculated, leave it for the next day. If it is still not <10%, contact the Maintenance/Storage Manager to try and ascertain why? (perhaps a bin wasn’t scanned in or fruit was dropped). In any case where the weight difference is <10% an explanation is required [Where do we document this??]
* For each batch requiring approval that has a weight difference <10%, double click on it to open the ‘batch report table’.
* Select the ‘Report’ tab, followed by ‘pack out report original’ and this will generate a ‘Pack out Report’.
* On the bottom of the Pack out report, review the bin count for each class type [what exactly are we checking for here??] Note – a quality inspection report is generated on page 2 of the pack out report however, a quality inspection report won’t be generated for class 1 apples if the total of bins for class 1 is <20 bins and a quality inspection report won’t be generated for class 2 apples if there is <1bin. Note: The Quality Inspection Reports are generated from information that the QC Operator records (on where??) when carrying out the visual QC Checks as a part of their daily QC function (is there a procedure for this QC function or is it just prompted from a form – refer to it here) – also, how is it known when a bin is ready for inspection?

What is the criteria for inspection? If <20 class 1 but >1 class 2 do QC do an inspection?

* Look at the Pack out % at the bottom of each class type column. To approve a batch, it is required that there is >80% class 1, <15% class 2, <5% juice. If not, go and visually check the apples, check the QC inspection sheets (form ##?) If there are good apples in the bins and they seem to have been incorrectly allocated, may need to re-run them through the pre-sizer??
* Check the Pressure & Brix results are available (& within specification - what is this?) & that a QC inspection is available. If not???
* If ok, the batch can be approved by going back to the original screen (be more specific here), approve & OK.
* Continue to generate pack out reports for each batch and process approval accordingly.