|  |
| --- |
| **STANDARD OPERATING PROCEDURE**  **OF RAW MATERIAL EVALUATION CANTER** |

|  |  |  |
| --- | --- | --- |
| **Author** | | |
| Name | Iqra Najib | **Signature** |
| Designation | Assistant Manager R&D |
| Date | April 22,2021 |
| **Approval** | | |
| Name | Shahid Sultan Butt | **Signature** |
| Designation | General Manager |
| Date | May 24,2021 |

## Purpose

To ensure the quality of the new Raw material and all incoming raw material supplies.

## Scope

This procedure is applicable to REC Department of liquid master batch division responsible for raw material testing.

## Responsible

## Assistant Manager R&D

## Procedure

New arrival of the raw material is informed by our store team to REC through email or through Performa in which material name and its Lot# is being mentioned by our store team. Then raw material is being checked in its relevant grade and series. Every raw material has its own testing procedure. If a raw material for example pigment it will be checked in all the series in which it is being used. Not in all the grades but in all the series (MaxFlow OM, MaxFlow AM, DPM, PolyTint Series, MaxFlow SM series, Akrilux series).

Following are the procedures used for the evaluation of the raw material.

**Evaluation of New Arrival Material:**

For the evaluation of the new arrival materials it will be checked in shade and processing.

1. Raw material will be checked in the relevant grade with the help of recipe provided by developer.
2. Material will be processed in 1 stage (mixer) for mixing grades and 2 stages (mixing and grinding) for non mixing grades, ease of processing will be observed as per standard formulation.
3. Testing parameters (Viscosity@25C, Shade, Gloss) as per product line will be tested and compared with standard and delta E value will be checked on CM-2600D for material approval delta E value should be in defined range of 1 or less than 1 on CM-2600D.
4. If all the parameters are within standard range then labels of approval are provided to store staff to be placed on approved lots of each material.
5. If any parameter does not meet the specs of standard range then the material is adjusted as per standard requirement. After adjustment labels of approval are provided to store staff to be placed on approved lots.
6. If it does not meet the specs of the product even after adjustment, Label of rejection is pasted on it, and inform purchase department about the material.
7. Solvents, carriers, and plasticizers will be tested by checking physical appearance, viscosity, specific gravity and smell.

**Evaluation of Alternate Material:**

1. Raw material will be checked in the relevant grade with the help of recipe provided by developer.
2. Material will be processed in 1 stage (mixer) for mixing grades and 2 stages (mixing and grinding) for non mixing grades, ease of processing will be observed as per standard formulation.
3. Testing parameters (Viscosity@25C, Shade, Gloss) as per product line will be tested and compared with standard and delta E value will be checked on CM-2600D for material approval delta E value should be in defined range of 1 or less than 1 on CM-2600D.
4. Material evaluation report is prepared after testing and checking all the parameters either of approval of rejection.
5. That report is then shared with CRD (Central R&D Department) for further action.