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|  | GILES CHEMICAL | | |
| | COMPANY PROCEDURE | | |
| | Approval of Pouches | Page : 1 of 3 | Revision : 02 Date : 10/08/2009 |
| | Author: Stacy Lindsey | | |
| | | Job Specific | |

Personnel responsible: Repack Manager, Lead Operators

Safety: All PPE required for the area should be worn during this procedure.

Purpose: This procedure is to ensure that Packaging Material (pouches) at Repacking Facility meet proper specifications.

Procedure:

Existing Vendor

- 1) Vendor is required to supply 10-15 pouches in a manila envelope for each pallet shipped (Pouches have to be representative of the pouches from the pallet)
- 2) Before the manila envelope is removed from the pallet; the envelope and the pallet will be marked (letters or numbers will be used) to make sure that the pouches from the envelope can be traced to the proper pallet.
- 3) The pouches from the envelope will be compared against the Pouch Approval Master List of Pouch SKU's Book which displays all the approved pouches or against the PDF files in case of art design or new vendor changes. Pouches will be checked for dimensions, gusset, print quality, and printed information, zipper, cut line location and color.
- 4) If the pouches meet all specifications the corresponding pallet will be approved and released for production. The ID of the pallet, the date of the approval, the name of the approver and a sample of the pouch approved will be attached to the Conformance/Nonconformance Form and filed for three years.
- 5) In case of Nonconforming Pouches the corresponding pallet will be isolated, placed on Quality Hold and the Repack Manager will inform the Pouch Vendor.
- 6) If the Nonconformance is considered very minor, without affecting the end user; the Repack Manager will present the Nonconformance to the Business Manager who has the right to release the pouches, however he or she will have to approve it by signing the Conformance/ Nonconformance Form. In this case the form will be indicating the nature of the Nonconformance; the pouch will be attached to it and filed for three years. Again the ID of the pallet, the date of approval will be reflected on the Form.
- 7) In case of Artwork change or Vendor change where the Repack Manager does not have a PDF file; the pouch will be taken to the Business Manager and he or she will have to decide if the pouch meets specification and approve the Conformance/Nonconformance Form by signing the form. The pouch will be attached to the form and filed for three years.

New Vendor

- 1) In the event of a new vendor, a manufacturing experiment will be conducted to ensure pouches meet qualifications. Manufacturing Experiment will be conducted by Repack Facility and turned into the Quality Department.
- 2) Repack Manager or Repack Business Manager will contact vendor who provides pouches if needed.



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TRAINING DOCUMENTATION

| | EMPLOYEE | TITLE | SIGNATURE | DATE |
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| Revision Number | Revision Date | Revision Author | Revision Description |
|-----------------|---------------|-----------------|--|
| 00 | 06/11/2009 | CW | New Document |
| 01 | 03/20/09 | SL | Added: 5) Pouches are to be compared to Pouch Approval Master list to ensure pouch matches pouch picture in book. |
| 02 | 10/08/09 | PT | - Revised whole Procedure |
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