
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Incoming Raw Material: Pouches, Cartons and Film	Number: R12-PR-100-013	
	Owner: Eric Downs	Revision: 04	
	Effective Date: 02/07/2018	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to describe the receipt, identification, handling, sampling, examination and/or testing of incoming materials. This procedure will ensure that incoming materials are inspected and approved for use by the Quality Unit before being released for use in production.

2.0 Scope

This procedure applies to all incoming pouches, cartons, and film.

3.0 Responsibility

Expeditor will place incoming materials on hold, inform Quality Unit of arrival and move released incoming material into inventory.

Quality Unit will be responsible for approval, release or rejection of incoming materials.

4.0 Safety Considerations

Safety glasses and steel toe shoes are required.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.



5.0 Materials/Equipment

- *Incoming Raw Material placard (Q15-FM-100-012)*
- *Incoming Pouch Specification (R12-PR-100-F013a)*
- *Incoming Carton Specification (R12-PR-100-F013b)*
- *Film Check- 8lb Impression Film Check Sheet (R12-PR-100-F013c)*
- *Film Check- 4lb Impression Film Check Sheet (R12-PR-100-F013d)*
- *Film Check- 1lb Impression Film Check Sheet (R12-PR-100-F013e)*
- *Film Check- 2lb Impression Film Check Sheet (R12-PR-100-F013f)*
- *Quality Approved placards (Q13-FM-100-006)*
- *Quality Rejected placards (Q13-FM-100-007)*
- *Pouch or Carton or Film Master Copy*

6.0 Procedure

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Incoming Raw Material: Pouches, Cartons and Film	Number: R12-PR-100-013	
	Owner: Eric Downs	Revision: 04	
	Effective Date: 02/07/2018	Page: 2 of 3	

1. Upon receipt of incoming materials, Expeditor will place *Incoming Raw Material (Q15-FM-100-012)* placards on all incoming pallets and place them in the designated quarantine area, or Hold area, in the warehouse.
2. Expeditor will contact Quality Unit to inform them of the receipt of material.
3. The Quality Unit will inspect the quarantined material. Incoming materials meeting appropriate written specifications may be approved and released for use. Any incoming materials that do not meet such specifications will be rejected and quarantined to prevent their use in production.
4. Before inspecting materials, obtain appropriate *Master Copy* and Pouch, Carton or Film Specification Checklist *Incoming Pouch Specification (R12-PR-100-F013a)* or *Incoming Carton Specification (R12-PR-100-F013b)* or *Film Check-Impression Film Check Sheet (R12-PR-100-F013c,d,e or f)* from designated file cabinet.
5. 3 samples of each Pouch/Carton and/or 1 repeat of Film will be pulled and used for Incoming Raw Material Inspections.
6. Evaluate each sample against the *Master Copy* and PDF for Color, Graphics, Print and Barcode. Record results on *Film Check- Impression Film Check Sheet*.
7. Evaluate each sample against remaining specifications on checklist and record results on *Film Check-Impression Film Check Sheet*.
8. If incoming materials pass inspection and are released by Quality Unit, *Incoming Raw Material* placards will be removed and replaced with *Quality Approved (Q13-FM-100-006)* placards on all approved pallets. Expeditor will move released materials into inventory for use in production.
9. If incoming materials do not pass inspections and are rejected by the Quality Unit, *Incoming Raw Material* placards will be removed and replaced with *Quality Rejected (Q13-FM-100-007)* placards. Rejected material will be held in Quarantine until disposition is determined.

7.0 Reference Documents



Incoming Raw Material placard (*Q15-FM-100-012*)

Quality Approved placard (*Q13-FM-100-006*)

Quality Rejected placard (*Q13-FM-100-007*)

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Incoming Raw Material: Pouches, Cartons and Film	Number: R12-PR-100-013	
	Owner: Eric Downs	Revision: 04	
	Effective Date: 02/07/2018	Page: 3 of 3	

Incoming Pouch Specification (R12-PR-100-F013a)

Incoming Carton Specification (R12-PR-100-F013b)

Film Check- 8lb Impression Film Check Sheet (R12-PR-100-F013c)

Film Check- 4lb Impression Film Check Sheet (R12-PR-100-F013d)

Film Check- 1lb Impression Film Check Sheet (R12-PR-100-F013e)

Film Check- 2lb Impression Film Check Sheet (R12-PR-100-F013f)

8.0 Change Information

Added Film Check- Impression Film Check Sheets 1lb, 2lb and 4lb to the document *(R12-PR-100-F013d, e and f)*

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.