
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Film Check	Number: P12-PR-100-074	
	Owner: Ashley Williams	Revision: 2	
	Effective Date: 09/10/12	Page: 1 of 3	

1.0 Purpose

This procedure describes the process for approval of incoming film for Giles Chemical Products.

2.0 Scope

This procedure applies to all incoming film for Manufacturing.

3.0 Responsibility

Quality Associate is responsible for inspecting all incoming film.

4.0 Safety Considerations

Steel-toed shoes and safety glasses are required while on production floor. Safety glasses are required for lab work. Gloves are required when handling the Acue Dyne Test marker.

Safety is a consideration 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



Caliper
 Acu Dyne Test Markers #34 or #36
 Ruler

6.0 Procedure

1. Production Manager will have incoming film placed in quarantine area per *Quarantine and Auditing of Products SOP (Q12-PR-100-012)* and inform Quality Associate of film arrival.
2. Quality Associate will inspect the film visually for any defects or printing mistakes before collecting film paperwork from rolls to be tested. A minimum of three rolls from each lot should be tested. All three of the rolls tested must pass all specifications.
3. Once paperwork is collected, Quality Associate will transport all samples to lab for testing.
4. Quality Associate will consult appropriate specification sheet and fill in the associated form.
 - *Film Check - Tech Film 25 Kg Checklist (P12-PR-100-F074a)*
 - *Film Check - Tech Film 50 lb. Checklist (P12-PR-100-F074b)*
 - *Film Check - USP Film 50 lb. Checklist (P12-PR-100-F074c)*
 - *Film Check - USP Film 16.8 Kg Checklist (P12-PR-100-F074d)*

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5. The caliper is checked to make sure that the measurements are in inches, and that the zero point is set. The zero point is checked by adjusting the caliper until it clicks 3 times. The mil of the film can now be checked.
6. The mil of the sample film is checked by adjusting the caliper with the film sample in between until it clicks three times. The measurement is then compared to the specification sheet for the film being tested. If it fails, the roll is designated as not approved.
7. The length and width of the film sample are measured and compared to the specification sheet. If the sample fails either length or width measurements, then the roll is designated as not approved.
8. Printing of the film is visually checked for color clarity, correct labeling, and correct UPC code per the specification sheet of the roll being tested. If there are misprints or faded color, the roll is designated as not approved.
9. An Acue Dyne Test marker #34 or #36 is used to test for the non-printable area. The test marker is shaken and then opened. 2 to 3 streaks are drawn across the whole width of the film. The area that is non-printable should bead off. The printable area will now have purple streaks. If either area is incorrect, the roll is designated as not approved.
10. The perforations on the film are measured and compared to the specification sheet of the roll being tested. If the roll is out of specification, it is designated as not approved.
11. If any roll is designated as not approved, Quality and Production Manager are informed of non-approved rolls. Quality Associate will then enact Auditing of all rolls in the lot to determine number of useable rolls. Non approved rolls will be returned to the vendor and a vendor complaint initiated.
12. Once film has been approved for use, Quality Associate will attach a copy of the completed form to the tested roll, and retain a copy of the completed form and the film sample.
13. Film retains are to be kept in Quality Lab for three months, and then moved to long term storage until one (1) year past expiry date.

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7.0 Reference Documents

<i>Film Check - Tech Film 25 Kg Checklist</i>	<i>(P12-PR-100-F074a)</i>
<i>Film Check - Tech Film 50 lb. Checklist</i>	<i>(P12-PR-100-F074b)</i>
<i>Film Check - USP Film 50 lb. Checklist</i>	<i>(P12-PR-100-F074c)</i>
<i>Film Check - USP Film 16.8 Kg Checklist</i>	<i>(P12-PR-100-F074d)</i>
<i>Quarantine and Auditing of Products</i>	<i>(Q12-PR-100-012)</i>

8.0 Change Information

Updated using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

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