
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Daily SCR Quality Audit</b>	Number: <b>P12-QA-100-077</b>	
	Owner: <b>Ashley Williams</b>	Revision: <b>03</b>	
		Effective Date: <b>08/01/2015</b>	Page: <b>1 of 3</b>

## 1.0 Purpose

The purpose of this procedure is to explain how to conduct an audit that will ensure Giles Quality and Special Customer Requirements (SCR) are met prior to shipping on a daily basis.

## 2.0 Scope

This audit applies to finished product in the Manufacturing – Lower Warehouse.

## 3.0 Responsibility

Quality Associates are responsible for following this procedure.

## 4.0 Safety Considerations

Observe all manufacturing safety requirements: Safety glasses and steel toed shoes.

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

Customer Order Log (COL)  
Special Customer Requirements (SCR)



## 6.0 Procedure

Record all information gathered on the *Daily SCR Quality Audit (P12-QA-100-F077)*.



- Print COL for the current day.
- Identify SCR number for each scheduled load.
- Print identified SCR sheet for each scheduled load from the Giles Document System.
- The bin number of each load can be found by looking in the “Loc” column of the COL.

If any of the following parameters do not meet the established Quality criteria a *Quality Hold* form (*Q12-FM-100-002*) should be placed on the product.

- Initial inspection will consist of two pallets/sacks unless issues are found.
- If issues are found, inform the Director of Quality who will decide if a 100% audit of the product needs to be conducted.
- Record the name of product, customer, bin number, lot number and production date.
- Record the pallet/sack numbers of pallets/sacks inspected.

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- Check Pallet Condition
  - Inspect the condition of the pallet.
  - If there are broken boards or protruding nails, place the pallet/sack on hold using *Quality Hold* form and inform the Lead Operator.
- Check Liners
  - If super sacks are being inspected, they should be opened and the liners inspected for holes in the neck or top.
  - If a hole is found in the liner place the super sack on hold using *Quality Hold* form. Disposition will be determined based on individual customer requirements and approval by Quality.
  - If the super sacks do not have liners or if 50lb bags are being inspected, note “No Liners” or N/A in the designated space.
- Packaging Appearance
  - Inspect pallets/sacks for busted, torn, or dirty bags/sacks.
  - If a bag/sack is busted, torn or dirty, put product on hold using *Quality Hold* form and inform Lead Operator. Lead Operator will replace busted, torn or dirty bags.
- Print Appearance
  - Inspect legibility of print on bags/sacks.
  - If quality of print is unacceptable, put product on hold using *Quality Hold* form and inform Director of Quality for final disposition.
- Salt Condition
  - If sacks are being inspected, open sack and with a gloved hand pull out a handful of salt.
  - If salt appears dull or “chalky” inform Director of Quality and Plant Manager
  - If salt appears damp or wet, inform the Director of Quality who will decide if a 100% audit of the product needs to be conducted.
  - Place all sacks containing “wet” salt on hold using a *Quality Hold* form and inform Director of Quality of the audits findings.
- Hard Salt
  - To check for hard salt: push hand against the side of the bag, if salt gives freely it is considered acceptable.

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- If there is a slight resistance, salt is classified as crunchy. If there is no give and the salt feels hard, it will be defined as hard salt.
- If salt is hard or crunchy, inform Director of Quality and Plant Manager. Disposition will be determined based on individual customer requirements and approval by Quality.
- Meets SCR requirements
  - Inspect load for Special Customer Requirements listed on the SCR sheet including but not limited to: heat treated pallets, customer placards, and pallet configuration.
- Quality Hold
  - If pallets/sacks have been placed on hold make note in the designated space.
- Temperature and Humidity
  - Temperature and Humidity are recorded from the thermo-hygrometer located on shipping/receiving desk.

Upon completion of audit, Quality Associate will either approve or reject audited product.

**Approved** – Meets all requirements and no further action is needed.

**Rejected** – Product will be placard using a *Quality Hold* form until issues have either been corrected or an alternative disposition has been determined and approved by Quality.

Scan and email completed Daily SCR Quality Audit to Management.

Quality will retain hard copy of *SCR Quality Audit Report* for a period of 4 years.

## 7.0 Reference Documents

<i>Daily SCR Quality Audit</i>	<i>(P12-QA-100-F077)</i>
<i>Quality Hold Placard</i>	<i>(Q13-FM-100-002)</i>

## 8.0 Change Information

General Update