

**GILES CHEMICAL ~ PREMIER MAGNESIA****Validation Protocol**

Title: Drying Oven IQ/OQ Final Report

Number: L14-VAL-100-058

Owner: John Safi

Revision: 0

Effective Date: July 22, 2014

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**Approvals**

Signing below indicates agreement that the validation protocol for the Installation and Operational Qualification of the Quincy Labs 20GC Drying Oven located at Giles Chemical QA Laboratory, 102 Commerce Street in Waynesville, NC has been completed and approved.

Project Team Member	Functional Area	Signature	Date
John Safi	QA Laboratory	<i>John Safi</i>	7/22/14
Patrick Owen	Engineering	<i>Patrick Owen</i>	7/22/14
Matt Haynes	Operations	<i>Matt Haynes</i>	7/22/14
Deborah Durbin	Quality	<i>Deborah Durbin</i>	7/22/14

This document contains the final summary report that consists of results and conclusions based on the data collected after protocol execution. The executed protocol is attached behind the report.

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**I. PURPOSE:**

The purpose of this protocol is to certify with documented evidence that the Drying Oven is installed and functions as intended. This protocol sets forth the objectives, methodology, documentation, and test activities needed to complete the Installation Qualification (IQ) and Operational Qualification (OQ) for the Quincy Labs 20GC Drying Oven located at Giles Chemical QA Laboratory, 102 Commerce Street, Waynesville, NC.

**II. BACKGROUND:**

Giles Chemical, a division of Premier Magnesia (Giles), is dedicated to offering high quality Magnesium Sulfate products. To help achieve this goal, product samples sometimes must be efficiently dried for laboratory analysis for quality purposes.

**III. OVERVIEW**

No other departments or systems will be affected by the installation or use of this equipment.

The following tests will be performed in this qualification:

Installation Documentation – the serial number or asset tag number of the Drying Oven will be documented.

Utility Verification – the voltage to the Drying Oven will be documented and verified to be correct.

Control / Operation Verification – the controls will be verified.

**IV. SYSTEM DESCRIPTION:**

A. The system consists of a Quincy Labs 20GC Drying Oven.

B. Description of Operation

01. The Drying Oven is started by pressing the power button.

02. The Drying Oven heats up to desired temperature.

**V. SCOPE**

The Installation and Operational Qualification protocol is intended to certify with documented evidence that the Drying Oven is installed properly and functions as desired by Giles.

**VI. ROLES AND RESPONSIBILITIES**

1. QA Laboratory

- ❖ Write and issue the protocol
- ❖ Investigate protocol deviation reports
- ❖ Execute the IQ and OQ.
- ❖ Review raw data and originate interim notification to Quality Assurance
- ❖ Write and route the final report

2. Quality Assurance

- ❖ Review and approve the protocol.

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- ❖ Review and approve raw data and notifications.
- ❖ Review, approve, and store the final report.

**VII. TEST PROGRAM****A. INSTALLATION QUALIFICATION**Objective

The objective of the installation verification is to document the proper installation of the Drying Oven

Equipment/Materials

Quincy Labs 20GC Drying Oven

Procedure

Perform each item listed below for the Drying Oven.

- Location: Verify that the equipment is situated to allow sufficient room around the equipment for access doors and panels to be opened.
- Equipment: Document the Model and Serial or Asset Tag number of the Drying Oven.
- Utilities
  - Electrical Requirements: Verify the Drying Oven is receiving the specified voltage.

Acceptance Criteria

If the voltage is correct, each piece uniquely identified, and sufficient access for all doors and panels is available, the Drying Oven will be considered installed properly.

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## B. OPERATION QUALIFICATION

### Objective

The objective of Controls Verification is to document that the Drying Oven operates as needed by Giles. The controls will be operated to test the ability of the Drying Oven to be operated as needed.

### Equipment/Materials

Quincy Labs 20GC Drying Oven

### Procedure

Turn the Drying Oven on by pressing the power button.

Verify that the Drying Oven reaches desired temperature.

### Acceptance Criteria

If the Drying Oven powers up and reaches the desired temperature then the Drying Oven is considered to be operationally qualified.

## VIII. CALIBRATION

Verify that all instrumentation that requires calibration is calibrated.

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**PREMIER**  
MAGNESIA, LLC**Drying Oven: INSTALLATION QUALIFICATION****A. Installation Qualification****01. Location****a. Drying Oven:**

LOCATION			
Distance Criterion	Is the current area sufficient to open the access without obstructions (Yes/No)	Verified By	Date
Allow sufficient room around the oven for access doors and panels to be opened	YES	JS	07/18/2014

**02. Equipment Identification**

EQUIPMENT IDENTIFICATION			
Equipment	Serial or Tag Identifier	Verified By	Date
Drying Oven	G2-6409	JS	07/18/2014
Comments:	N/A		

**03. Utilities****a. Verify that the system is receiving its specified utility requirements.**

ELECTRICAL			
Specified	Actual	Verified By	Date
110 – 120 V Drying Oven	116.0	JS	07/18/2014
Comments:			

**Reviewed By:****Date:**

07/18/14

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**Drying Oven: OPERATIONAL QUALIFICATION****B. Operation Qualification**

01. Controls Verification – to document that the Drying Oven controls work properly

CONTROLS/INDICATORS VERIFICATION				
Description	Function	Did Item function properly (Yes/No)	Verified By	Date
DRYING OVEN				
Power Button	With line power to the instrument, does pushing the Power Button cause the Drying Oven to heat up?	YES	JS	07/18/2014
Temperature Setting	With the Drying Oven powered on does it reach the desired temperature?	YES	JS	07/18/2014

Reviewed By:

Date:



07/18/14

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**X. PROTOCOL DEVIATION REPORT (PDR)**

**General Information**

System Name: \_\_\_\_\_ Protocol Number: \_\_\_\_\_  
 Deviation Report Number: \_\_\_\_\_ Protocol Step & Page No.: \_\_\_\_\_

**Instructions**

Instructions The validation specialist assigns a sequential report number for each deviation with a specific protocol.  
 For example, 001, 002, etc. can be easily referenced in a report.

1. Reference the relevant protocol number, step and page number of the noted deviation above.
2. Complete the below listed sections. If necessary, use additional pages and attach any supporting info.
3. Include the original PDR(s) with the protocol as an attachment. Summarize the impact of the deviation in the Validation Report.

=====

Description of Deviation:

Investigation Evaluation and Results:

Corrective Action and Resolution:

=====

Overall Investigation Review:

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

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### ATTACHMENT III - SIGNATURE IDENTIFICATION LOG SHEET

Identify in the table below any personnel involved in the execution of this protocol.

Name	Affiliation	Signature	Initial	Date
John Safi	Quality Lab	John Safi	JS	7/22/14

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