

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :01/24/07
Author: Stacy Howell	Title: Release of Non-Conforming Material	

Safety: All proper safety equipment for the area.

Purpose or Objective: The purpose of this procedure is to ensure that all non-conforming products are reviewed and released by Quality Manager.

Procedure:

- 1) The Quality Manager or Quality Associate approve or reject all product, packaging, and labeling of incoming, in-process, and final product.
- 2) Giles Chemical Corporation employees and management are responsible for holding any non-conforming material before release.
- 3) Non-conforming material must be tagged with a **“Quality Hold”** placard and placed in designated areas at the Main Plant and Repackaging Facility. Giles Main plant has a **“Quality Hold”** area in the lower warehouse. Giles main plant can **“HOLD”** nonconforming product in a bin as long as the bin is taped off with **“DO NOT SHIP TAPE”** and tagged with a **“Quality Hold”** placard. Giles Chemical Repackaging Facility must tag material with **“Quality Hold”** placard and rope material with **“DO NOT SHIP”** tape. All tags must identify a reason for holding the shipment.
- 4) Quality Manager or Quality Associate must be informed of the nonconforming material **“On Hold”**.
- 5) Quality Manager, Quality Associate, and Production Manager will review the material and make a decision on whether material can be shipped to another customer or must be discarded as a shipment.
- 6) Nonconforming material that is released without notification or approval of the Quality Manager by a Production Manager must sign a deviation form stating the reason why they shipped the load or used the material.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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