
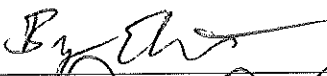

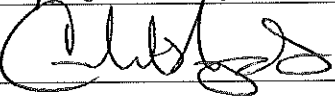

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Validation Protocol		
	Title: Analytical Balance IQ/OQ Protocol	Number: L13-VAL-100-053	
	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 1 of 10	

Approvals

Signing below indicates agreement that the protocol is ready for execution of the Installation and Operational Qualification for the Analytical Balance located at 102 Commerce Street in Waynesville, NC.

Project Team Member	Functional Area	Signature	Date
Bryan Elchert	QA Laboratory		7/19/13
Patrick Owen	Engineering		7/19/13
Matt Haynes	Operations		7/22/13
Deborah Durbin	Quality		7/19/13

A final summary report that consists of results and conclusions based on the data collected after protocol execution will be written and approved. The executed protocol will be attached behind the report.

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

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Page: 2 of 10



TABLE OF CONTENTS		Page #
APPROVAL PAGE		1
TABLE OF CONTENTS		2
I.	PURPOSE	3
II.	BACKGROUND	3
III.	OVERVIEW	3
IV.	SYSTEM DESCRIPTION	3
V.	SCOPE	3
VI.	ROLES AND RESPONSIBILITIES	3
VII.	TEST PROGRAM	4-5
A	INSTALLATION QUALIFICATION	4
B	OPERATIONAL QUALIFICATION	5
VIII.	CALIBRATION	5
ATTACHMENT I:	INSTALLATION QUALIFICATION	6
ATTACHMENT II:	OPERATIONAL QUALIFICATION	7
ATTACHMENT V:	PROTOCOL DEVIATION REPORT LOG	8
ATTACHMENT VI:	PROTOCOL DEVIATION REPORT	9
ATTACHMENT VII	SIGNATURE IDENTIFICATION LOG SHEET	10

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	GILES CHEMICAL ~ PREMIER MAGNESIA		
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	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 3 of 10	

I. PURPOSE:

The purpose of this protocol is to certify with documented evidence that the Analytical Balance 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 Mettler Toledo Model XS 105 Duel Range Analytical Balance 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, accurate measurements of mass are required by using an analytical balance.

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 Analytical Balance will be documented.

Utility Verification – the voltage to the Analytical Balance 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 Mettler Toledo Model XS 105 Duel Range Analytical Balance.

B. Description of Operation

01. The Analytical balance is started by pressing the power button.

02. The Analytical Balance is tared by pressing the tare button

03. Material is then weighed.

V. SCOPE



The Installation and Operational Qualification protocol is intended to certify with documented evidence that the Analytical Balance 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

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	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 4 of 10	

2. Quality Assurance

- ❖ Review and approve the protocol.
- ❖ 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 Analytical Balance.

Equipment/Materials

Mettler Toledo Model XS 105 Duel Range Analytical Balance

Procedure



Perform each item listed below for the Analytical Balance.

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

Acceptance Criteria

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

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	Validation Protocol		
	Title: Analytical Balance IQ/OQ Protocol	Number: L13-VAL-100-053	
	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 5 of 10	

B. OPERATION QUALIFICATION

Objective

The objective of Controls Verification is to document that the Analytical Balance operates as needed by Giles. The controls will be operated to test the ability of the Analytical Balance to be started and tared as needed.

Equipment/Materials

Analytical Balance

Procedure

Turn the Analytical Balance on by pressing the power button.

Place a weight on the Analytical Balance and press the tare button. Verify that the Analytical Balance tares properly.

Acceptance Criteria



If the Analytical Balance powers up and tares properly then the Analytical Balance is considered to be operationally qualified.

VIII. CALIBRATION

Verify that all instrumentation that requires calibration is calibrated.

- Mettler Toledo Model # XS 105 Duel Range (SN B139292316)

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	Validation Protocol		
	Title: Analytical Balance IQ/OQ Protocol	Number: L13-VAL-100-053	
	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 6 of 10	

Analytical Balance: INSTALLATION QUALIFICATION

A. Installation Qualification

01. Location

a. Analytical Balance:

LOCATION			
Distance Criterion	Is the current area sufficient to open the access without obstructions (Yes/No)	Verified By	Date
Allow sufficient room around the instrument for access doors and panels to be opened			
The Analytical Balance should be level.			

02. Equipment Identification

EQUIPMENT IDENTIFICATION			
Equipment	Serial or Tag Identifier	Verified By	Date
Analytical Balance			
Comments:			

03. Utilities



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

ELECTRICAL			
Specified	Actual	Verified By	Date
110 – 120 V Analytical Balance			
Comments:			

Reviewed By: _____

Date: _____

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	Validation Protocol		
	Title: Analytical Balance IQ/OQ Protocol	Number: L13-VAL-100-053	
	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 7 of 10	

Analytical Balance: OPERATIONAL QUALIFICATION

B. Operation Qualification

01. Controls Verification – to document that the Analytical Balance controls work properly



CONTROLS/INDICATORS VERIFICATION				
Description	Function	Did Item function properly (Yes/No)	Verified By	Date
ANALYTICAL BALANCE				
Power Button	With line power to the instrument, does pushing the Power Button cause the Analytical Balance to start?			
Tare Button	With a weight on the Analytical Balance, does pushing the Tare Button cause the balance to go to zero?			

Reviewed By: _____

Date: _____

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	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 8 of 10	



ATTACHMENT I - PROTOCOL DEVIATION REPORT LOG

Log each Protocol Deviation Report in the table below. Attach the PDRs to this Attachment.

PDR #	DESCRIPTION	DATE INITIATED	DATE RESOLVED
Comments:			

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	Owner: Bryan Elchert	Revision: 0	
	Effective Date: July 17, 2013	Page: 9 of 10	

IX. 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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Number: L13-VAL-100-053

Owner: Bryan Elchert

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Effective Date: July 17, 2013

Page: 10 of 10



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

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