
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>SCR Quality Audit</b>	Number: <b>P13-QA-100-078</b>	
	Owner: <b>Leanne Barrios</b>	Revision: <b>01</b>	
	Effective Date: <b>12/09/2013</b>	Page: <b>1 of 2</b>	

## 1.0

### Purpose

The purpose of this procedure is to explain how to conduct an audit that will ensure that special customer requirements (SCR) are met prior to shipping.

## 2.0 Scope

The SCR 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 *SCR Quality Audit Report (P13-PR-100-F078)*.

- Print COL for the current week.
- Identify SCR number for each scheduled load.
- Print identified SCR sheet for each scheduled load from the Giles Electronic Document System.
- Find location of load from the Production board which lists the bin number associated with each customer's load that is listed on COL.
- Inspect pallets, product type, packaging, labeling and any other specified requirements.
- Upon completion of audit, Quality Associate will either approve or reject audited product.

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

**Rejected** – Product will be placard using *Quality Hold (Q13-FM-100-002)* until either corrected or alternative disposition is determined and approved by Quality.

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- E-mail completed SCR Quality Audit Report to Management.

Quality will retain hard copy of *SCR Quality Audit Report (P13-PR-100-F078)* with daily quality records for a period of 4 years.

## 7.0 Reference Documents

<i>SCR Quality Audit Report</i>	<i>(P13-PR-100-F078)</i>
<i>Quality Hold Placard</i>	<i>(Q13-FM-100-002)</i>

## 8.0 Change Information

New Document