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|  | GILES CHEMICAL ~ PREMIER MAGNESIA | |  |
| | Company Procedure | | |
| | Title: Release of Non-conforming Product | Number: Q12-PR-100-017 | |
| | Owner: Deborah Durbin | Revision: 1 | |
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1.0 Purpose

- 1.1 To establish uniform guidelines and responsibilities for determining the disposition of non-conforming materials and / or products.

2.0 Scope

- 2.1 A non-conforming product is material in-process or finished which does not meet predetermined chemical or physical specifications. This may include product returned from a customer or incoming raw material.

3.0 Responsibility

- 3.1 Quality and Production employees

4.0 Safety Considerations



- 4.1 Special safety considerations are not applicable. 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

- 5.1 N/A

6.0 Procedure

- 6.1 The Quality Department approves or rejects all incoming, in-process, packaging, final product or customer returns.
- 6.2 Giles Chemical employees and management are responsible for holding any non-conforming material before release.
- 6.3 Non-conforming material must be tagged with a “Quality Hold” placard (*Quality Hold* Q12-FM-100-002) and placed in designated areas at the Main Plant and Repackaging facilities. Main Plant has a “Quality Hold” area in the lower warehouse. Both plants can hold nonconforming product in a bin as long as the bin is taped off with yellow tape and tagged with a “Quality Hold” placard. All tags must identify a reason for holding the shipment.
- 6.4 Quality Department must be informed when nonconforming material is identified.

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6.5 Quality Department and Production will review the nonconforming material and make a decision on whether or not the material can be shipped to alternate customer, reworked or scrapped.

6.6 Nonconforming material cannot be released without a signed *Non-Conforming Material Release* Q12-PR-100-F017. Quality Department and Production must sign this release form stating the deviation and disposition of the non-conforming material.

7.0 Reference Documents

7.1 *Non-Conforming Material Release* Q12-PR-100-F017

7.2 *Quality Hold* Q12-FM-100-002

8.0 Amendment Record

| Revision Number | Revision Date | Revision Author | Revision Description |
|-----------------|---------------|-----------------|----------------------|
| 1 | 08/21/12 | DD | New Document |