
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: New Product Approval for Vendor Production	Number: R13-PR-100-031	
	Owner: Jeff Hill	Revision: 0	
	Effective Date: 01/24/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to reassure that all new product that is ordered and put into production meets all vendor specifications.

2.0 Scope

This procedure applies to the Repackaging facility vendors.

Approved artwork needs to be sent to the following associates (see below) at Giles Chemical in a PDF format with the appropriate customer approval signatures.

Monte Plott	Plant Manager	mplott@gileschemical.com
Tom Shirley	Repackaging Planner/Scheduler	tshirley@gileschemical.com
Jeff Hill	Repackaging Quality Coordinators	jhill@gileschemical.com

3.0 Responsibility

The personnel responsible for the approval process of a new product are the Repackaging Plant Manager, Repackaging Planner/Scheduler, and Repackaging Quality Coordinator.

4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net and standard safety attire for the area.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment or the facility or community.

5.0 Materials/Equipment



- PDF files of the artwork with dimensions and signature approvals from end customer.
- Color approval of the product with signature approval; Product rendering, pantone color reference, etc.
- PDF files of the corrugated art sample.

6.0 Procedure

All new products shall be verified as accurate before ordering the product and placing the product from our vendors into production.

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1. Approvers must receive from the vendor a PDF format of the artwork and dimensions for all pouches and cartons.
2. Approvers must receive an approved color example/product and rendering/pantone color reference that has the end customer approval signatures.
3. Approvers must receive a PDF file for the corrugated samples.
4. Once all of the documents are received, designated approvers will approve the new product and send *New Product Approval Form (R13-PR-100-F031)* giving the vendor the approval to start production.
5. New products will be reviewed and released according to *In-coming Raw Materials Pouches and Cartons (R12-PR-100-013)* with appropriate documentation.
6. All new products that will be going into production at the Repackaging facility must be approved by the following people, Repackaging Plant Manager, Repackaging Planner/Scheduler, and Repackaging Quality Coordinator. At a minimum, two signatures are needed for approval.

7.0 Reference Documents

New Product Approval Form (R13-PR-100-F031)

In-coming Raw Materials Pouches and Cartons (R12-PR-100-013)

8.0 Change Information

New Document

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