

	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
	Approval of Pouches	Page : 1 of 3	Revision : 01 Date : 03/20/2009
	Author: Stacy Lindsey		Job Specific

Personnel responsible: Repack Manager, Lead Operators, Maintenance

Safety: All PPE required for the area should be worn during this procedure.

Purpose: This procedure is to ensure pouches at Repacking Facility meet proper specifications.

Procedure:

- 1) Repack Manager will contact pouch suppliers and have them supply samples of pouches for approval.
- 2) Vendor will be required to supply 10-15 pouches in a manila envelope on each pallet that is shipped.
- 3) Repack Manager, Lead Operator, Maintenance, Quality Manager, or Quality Technician may approve or reject pouches.
- 4) When pallet arrives manila envelope will be removed from pallet and designated person will be required to compare pouches to pouch specifications. (Specifications are located on Documentation System- Repack Quality/Safety)
- 5) Pouches are to be compared to Pouch Approval Master List to ensure pouch matches pouch picture in book.
- 6) If pouches do not meet specification immediately report to Repack Manager so this gives Repack Manager adequate time to report to vendor of the issues.
- 7) Repack Facility will keep a log of and acceptance and rejection of pouches.
- 8) In the event of a new vendor, a manufacturing experiment will be conducted to ensure pouches meet qualifications. Manufacturing Experiment will be conducted by Repack Facility and turned into the Quality Department.
- 9) Repack Manager or Repack Business Manager will contact vendor who provides pouches if needed.



GILES CHEMICAL
COMPANY POLICY / PROCEDURE

Approval of Pouches

Page : 2 of 3

Revision : 01
Date : 03/20/2009

Author: Stacy Lindsey

Job Specific

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				



Revision	:	01
Date	:	03/20/2009

Job Specific

[illegible]