
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: In-coming Raw Material: Fragrance Barrel	Number: R12-PR-100-014	
	Owner: Brook Vaughn	Revision: 3	
	Effective Date: 5/15/2015	Page: 1 of 3	

1.0 Purpose

This procedure describes the steps taken to quality approve in-coming fragrance barrels. These steps will ensure that all new lots of fragrance meet the quality parameters stated on the COA.

2.0 Scope

This procedure applies to all in-coming fragrance barrels.

3.0 Responsibility

Material Handler: responsible for unloading in-coming raw materials into quarantine area and notifying the Quality Unit of the materials arrival.

Quality Unit: responsible for approving and releasing all in-coming raw materials.

4.0 Safety Considerations

Safety glasses and steel toe shoes are required.

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



- Green approved quality label
- Fragrance log book
- Tool to open the fragrance barrel
- Pipette, bulb & sample bottle
- Color chart for colored tape
- Colored tape & scissors
- Label for sample bottle

6.0 Procedure

1. When receiving fragrance barrels, place the barrels into the assigned quarantine area.
2. The Material Handler that places the fragrance barrels in the quarantine area will then contact Quality Unit and inform them that fragrance barrels have arrived and needs to be approved.
3. Only Quality personnel can approve the fragrance barrels for use in production.
4. Inspect the barrels:
 - Ensure the factory seals are in place on both ports of barrel
 - Remove the seal and port plug (remove plug slowly to release any stored vapor pressure)

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- Smell the fragrance to ensure that the scent of the fragrance matches the label (located on top of the barrel). *After collection of incoming sample, compare smell and color with the fragrance lot control to confirm both are the same.
5. Fill out a sample bottle label with fragrance name, manufacture's item number, lot number, manufacturing date, sample date and initials.
 6. Piece together the bulb and pipette and extract a liquid sample from the barrel. Dispense sample into the sample bottle. Repeat until bottle is filled to just below the shoulder. Place label on bottle. (Labeled bottle is to be submitted to QA lab along with a *Lab Services Request* form (L12-FM-100-008) and an *Incoming Raw Material - Fragrance Testing* form (R14-FM-100-072) for Refractive Index and Specific Gravity analysis)
 7. Once the fragrance has been verified, a green Quality Label is placed on the barrel and quality personnel will place their initials on the label. A number is assigned to the barrel based on next available sequential number in the log book. This number is also recorded on the quality approved label.
 8. Once the label is placed on the barrel, record the barrel information into the fragrance log book.
 9. The information from the barrel that is placed into the log book is: the fragrance name, manufacturer's item number, lot number, expiration date (1 year from manufacturing date on barrel) and vendor. *A barrel can be recertified for use at the 1 year mark by repeating steps 1-6 and submitting the new sample to the lab along with an *Incoming Raw Material - Fragrance Recertification* form (R14-FM-100-074).
 10. After the label is put on the barrel and the barrel has been logged into the fragrance book, cut and place colored tape on the manufactures label located on the top of the barrel and along the left side of the Quality Label following the posted color coding chart (chart is located on the front of the file cabinet). Once all of these steps are complete, the barrel can be put into inventory to use in production.

7.0 Reference Documents

<i>Lab Services Request</i>	(L12-FM-100-008)
<i>Incoming Raw Material - Fragrance Testing</i>	(R14-FM-100-072)
<i>Incoming Raw Material - Fragrance Testing form</i>	(R14-FM-100-072)

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8.0 Change Information

Added recertification information and updated form reference.

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