
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Quality Pre-Approval of Incoming Raw Materials - COA	Number: P12-QA-100-073	
	Owner: Ashley Williams	Revision: 3	
	Effective Date: 11/8/2016	Page: 1 of 3	

1.0 Purpose

This procedure describes the steps necessary for the CoA pre-approval of incoming Sulfuric Acid and MgO.

2.0 Scope

This procedure applies to all incoming Acid and MgO used at the Manufacturing facility.

3.0 Responsibility

Quality Associate is responsible for pre-approving all incoming raw material CoA's.

4.0 Safety Considerations

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 the community.

5.0 Materials/Equipment



CoA

6.0 Procedure

1. Quality Associate will receive an email from the suppliers of acid and MgO containing the CoA for each railcar that has shipped.
2. Each CoA needs to be saved to one of the following folders:
 - a. For Sulfuric Acid COA's save to N:\EngineerOps\RXR & Raw Material\Raw Material\Acid Paper Work\Month Shipped
 - b. For MgO COA's save to N:\EngineerOps\RXR & Raw Material\Raw Material\MgO Paper Work\Month Shipped
3. Print and review the CoA for each railcar.
4. Record information on the following forms:
 - a. For Sulfuric Acid use *Quality Pre-Approval of Incoming Raw Materials COA – Acid (P12-QA-100-F073b)*.
 - b. For MgO use *Quality Pre-Approval of Incoming Raw Materials COA – MgO (P12-QA-100-F073a)*.

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5. Record date, vendor, and railcar number on appropriate form.
6. Verify railcar is within specifications.
 - a. Specification Limits for Sulfuric Acid are as follows
 - H₂SO₄ Lower Specification Limit is 93.20%
 - H₂SO₄ Upper Specification Limit is 99.00%
 - Clarity @ 500NM Lower Specification Limit is 80.00%
 - Clarity @ 500NM Upper Specification Limit is 100.00%
 - Chlorides Upper Specification Limit is 10 ppm
 - Color Upper Specification Limit is 50.00
 - Iron Upper Specification Limit is 50 ppm
 - b. Specification Limits for MgO are as follows
 - LOI Upper Specification Limit is 5.00%
 - MgO Lower Specification Limit is 92.00%
 - -100 Mesh Upper Specification Limit is 15.00%
 - c. If all specifications have been met, place an N (No) in the OOS box.
 - d. If all specifications have not been met, place a Y (Yes) in the OOS box and automatically reject the railcar. List OOS values in the Parameters/Values box.
 - e. Record initials, confirming the CoA has been reviewed and approved.
7. Verify railcar is within acceptable values.
 - a. Acceptable Values for both acid and MgO are set internally to make Manufacturing aware of the need to potentially adjust the process for any differences in raw materials that are within specifications. These values are recalculated every 6 months and updated on their corresponding forms.
 - b. If a railcar has an NAV (Not Acceptable Value) the Process Engineer (or Plant Manager in Engineer's absence) must be notified and their initials placed in the appropriate box.

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- c. List all NAV's in the box labeled Parameters/Values. Each parameter has been given a number of 1-10. Use these numbers to identify the parameter that is an NAV.

Example: 1 – 3.20%, 2 – 92.30%, 4 – 80.00%

8. Upon completion of CoA review, place CoA in Quality Pre-Approval of Incoming Raw Materials binder with newest CoA in front.
9. Once an approved railcar has arrived and has been “spotted” at the rail site, place spot date and the initials of the Material Handler who unloaded the railcar in the appropriate boxes.

7.0 Reference Documents

Quality Pre-Approval of Incoming Raw Materials COA – MgO (P12-QA-100-F073a)

Quality Pre-Approval of Incoming Raw Materials COA – Acid (P12-QA-100-F073b)

8.0 Change Information

Added receipt and saving of CoA's, changed form names, changed specifications, added NAV's

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