
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Incoming Raw Material: Pouches and Cartons	Number: R12-PR-100-013	
	Owner: Brook Vaughn	Revision: 02	
	Effective Date: 07/13/15	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to describe the receipt, identification, handling, sampling, examination and/or testing of incoming materials (pouches and cartons). This procedure will ensure that incoming materials are inspected and approved for use by the Quality Unit before being released for use in production.

2.0 Scope

This procedure applies to all incoming pouches and cartons.

3.0 Responsibility

Expeditor will place incoming materials on hold, inform Quality Unit of arrival and move released incoming material into inventory.

Quality Unit will be responsible for approval, release or rejection of incoming 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



- *Incoming Raw Material* placard (*Q15-FM-100-012*)
- *Incoming Pouch Specification* (*R12-PR-100-F013a*)
- *Incoming Carton Specification* (*R12-PR-100-F013b*)
- *Quality Approved* placards (*Q13-FM-100-006*)
- *Quality Rejected* placards (*Q13-FM-100-007*)
- Pouch or Carton *Master Copy*

6.0 Procedure

1. Upon receipt of incoming materials, Expeditor will place *Incoming Raw Material* (*Q15-FM-100-012*) placards on all incoming pallets and place them in the designated quarantine area, or Hold area, in the warehouse.
2. Expeditor will contact Quality Unit to inform them of the receipt of material.

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3. The Quality Unit will inspect the quarantined material. Incoming materials meeting appropriate written specifications may be approved and released for use. Any incoming materials that do not meet such specifications will be rejected and quarantined to prevent their use in production.
4. Before inspecting materials, obtain appropriate *Master Copy* and Pouch or Carton Specification Checklist *Incoming Pouch Specification (R12-PR-100-F013a)* or *Incoming Carton Specification (R12-PR-100-F013b)* from designated file cabinet.
5. 3 samples of each incoming material will be pulled and used for incoming inspections.
6. Evaluate each sample against the *Master Copy* for Color, Graphics, Print and Barcode. Record results on *Specification Checklist*.
7. Evaluate each sample against remaining specifications on checklist and record results on *Specification Checklist*.
8. If incoming materials pass inspection and are released by Quality Unit, *Incoming Raw Material* placards will be removed and replaced with *Quality Approved (Q13-FM-100-006)* placards on all approved pallets. Expeditor will move released materials into inventory for use in production.
9. If incoming materials do not pass inspections and are rejected by the Quality Unit, *Incoming Raw Material* placards will be removed and replaced with *Quality Rejected (Q13-FM-100-007)* placards. Rejected material will be held in Quarantine until disposition is determined.

7.0 Reference Documents

Incoming Raw Material placard (*Q15-FM-100-012*)
Quality Approved placard (*Q13-FM-100-006*)
Quality Rejected placard (*Q13-FM-100-007*)
Incoming Pouch Specification (R12-PR-100-F013a)
Incoming Carton Specification (R12-PR-100-F013b)

8.0 Change Information

Updated Purpose, Scope, Responsibility, form references and changed owner.

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