
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: In-coming Raw Material: Fragrance Barrel	Number: R12-PR-100-014	
	Owner: Jeff Hill	Revision: 1	
	Effective Date: 5/29/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure that in-coming raw materials are approved by the Quality Department before placed in production. This procedure will apply to in-coming fragrance barrels.

2.0 Scope

This procedure is to be performed when fragrance barrel are delivered to the RCF building.

3.0 Responsibility

The fragrance barrels need to be approved and released by quality personnel.

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



- An approved quality label is to be placed on the barrel that will be released into production by quality.
- Fragrance log book to record the fragrance barrel information.
- Tool to open the fragrance barrel.

6.0 Procedure

In-coming Raw Material – Fragrance Barrel

1. When receiving raw materials at RCF, place the material into the assigned quarantine area.
2. The individual that places the material in the quarantined area at RCF will then contact quality, Repack manager, or supervisor informing them that there is material to be inspected.
3. Only quality personnel can approve the raw material at RCF to go into production.

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4. To inspect the barrel remove the cap and smell the fragrance. The scent of the fragrance is on the label on top of the barrel. Make sure the scent matches the fragrance name.
5. Once the fragrance has been verified a QUALITY label is placed on the barrel and quality personnel will place their initials on the label.
6. Once the label is placed on the barrel, place the barrel information into the fragrance log book.
7. The information from the barrel that is placed into the log book is, the fragrance name, code, lot number, and if it is from Mane or Arylessence.
8. After the label is put on the barrel and logged into the fragrance book, the barrel can be put into inventory to use in production.

7.0 Reference Documents

Fragrance Log Book and Quality approved label to be initialed.

8.0 Change Information

Changed owner in header

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