
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>In-coming Raw Material: Pouches and Cartons</b>	Number: <b>R12-PR-100-013</b>	
	Owner: <b>Jeff Hill</b>	Revision: <b>01</b>	
	Effective Date: <b>05/30/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to describe in sufficient detail the receipt, identification, storage, handling, sampling, examination, and/or testing of packaging materials. This procedure will ensure that in-coming packaging materials are approved by the Quality Unit or Designee, before being released to Production.

## 2.0 Scope

This procedure applies to all pouches and cartons received at the RCF Warehouse.

## 3.0 Responsibility

The Quality Unit will oversee that this procedure is followed. The Quality Coordinator or Designee will be responsible for approval, release or rejection of in-coming packaging 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



- Quality placards (Hold, Released, Rejected)
- Pouch or Carton *Master Copy*
- *In-Coming Pouch Specification (R12-PR-100-F013a) or In-coming Carton Specification (R12-PR-100-F013b)*

## 6.0 Procedure

1. Upon receipt of packaging materials, Material Handler will place a Quality Hold placard on the materials and place them in the designated quarantine area, or Hold area, in the RCF Warehouse.
2. Material Handler will contact Quality Coordinator, Repackaging Manager or Supervisor to inform them of the receipt of material.

### Controlled Document

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3. The Quality Coordinator or Designee will inspect quarantined material. Packaging materials meeting appropriate written specifications may be approved and released for use. Any packaging materials that do not meet such specifications shall be rejected to prevent their use in production.
4. Before inspecting materials, obtain appropriate *Master Copy* and Pouch or Carton Specification Checklist *In-Coming Pouch Specification (R12-PR-100-F013a)* or *In-coming Carton Specification (R12-PR-100-F013b)* from the designated file cabinet at RCF.
5. Evaluate material to be inspected against the *Master Copy* for Color, Graphics, Print and Barcode and record results on *Specification Checklist*.
6. Evaluate pouch or carton against other specifications on checklist and record.
7. If **Released**, remove **Hold** placard and attach **Released** placard to all pallets.
8. Material Handler will move the released materials into inventory that may be released to Production.
9. If **Rejected**, remove **Hold** placard and attach **Rejected** placard. Material will be held in Quarantine until further review.

## 7.0 Reference Documents

*In-Coming Pouch Specification (R12-PR-100-F013a)*  
*In-coming Carton Specification (R12-PR-100-F013b)*

## 8.0 Change Information

New Document

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