
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: In-coming Raw Materials – Super Sacks and Liners	Number: P13-QA-100-075	
	Owner: Lee Cagle	Revision: 01	
	Effective Date: 12/09/2013	Page: 1 of 3	

1.0 Purpose

This procedure describes the steps necessary for granting Quality approval for incoming super sacks and liners.

2.0 Scope

This procedure applies to incoming super sacks and liners used at the Manufacturing facility.

3.0 Responsibility

Quality Associate is responsible for this procedure.

4.0 Safety Considerations

Wear appropriate PPE when working in the Manufacturing facility.

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

- Tape Measure
- Caliper

6.0 Procedure

All incoming super sacks and liners are to be quarantined in the Lower Warehouse following *Quarantine and Auditing of Products (Q12-PR-100-012)* until properly approved by the Quality Unit.

6.1 Super Sacks



Specifications

- 35”L x 35”W x 47”H
- 14”C x 18”L Fill Spout
- 16”C x 18”L Discharge Spout
- 9”L Loop Handles

Compare the super sacks to an approved master sample. Be sure to check the following:

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	Effective Date: 12/09/2013	Page: 2 of 3	

1. Compare the color to the master sample.
2. Compare the texture to the master sample.
3. Compare the material to the master sample.
4. Using the tape measure check the length, width, and height of the super sack.
5. Measure the fill and discharge spouts.
6. Measure the loop handles.

Fill out check list *In-coming Raw Materials Check – Super Sacks and Liners (P13-PR-100-F075)*. Once super sacks have been approved, attach the proper approval and inform salt operator to remove the product from the quarantine area to the proper storage area.

6.2 Liners

Specifications

- 40" x 32" x 130"
- 1.25 mil
- 60 per roll

Compare the liners to an approved master sample. Be sure to check the following:

1. Compare the color to the master sample.
2. Compare the texture to the master sample.
3. Compare the material to the master sample.
4. Using the tape measure check the length, width, and height of the liner.
5. Using the caliper check the thickness of the liner.
6. Check label to ensure the rolls are 60 count.



Fill out check list *In-coming Raw Materials Check – Super Sacks and Liners (P13-PR-100-F075)*. Once liners have been approved, attach the proper approval and inform salt operator to remove the product from the quarantine area to the proper storage area.

Master samples of super sacks and liners will be kept in the QA Lab. Completed checklists will be kept in the QA Lab for a period of one year then kept in the GMP Library for an additional three years.

Any super sack or liner found to be out-of-specification must be confirmed following the *Out-of-Specification (OOS) SOP (Q13-PR-100-025)*. Once product is confirmed out-of-specification it will be returned to the vendor and a vendor complaint initiated.

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	Effective Date: 12/09/2013	Page: 3 of 3	

7.0 Reference Documents

<i>Out-of-Specification (OOS)</i>	<i>(Q13-PR-100-025)</i>
<i>Quarantine and Auditing of Products</i>	<i>(Q12-PR-100-012)</i>
<i>In-coming Raw Materials Check – Super Sacks and Liners</i>	<i>(P13-PR-100-F075)</i>

8.0 Change Information

New Document

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