
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: SCR Quality Audit	Number: P13-PR-100-078	
	Owner: Leanne Barrios	Revision: 0	
	Effective Date: 02/19/2013	Page: 1 of 2	

1.0

Purpose

The purpose of this procedure is to explain how to conduct an audit that will ensure that special customer requirements (SCR) are met prior to shipping.

2.0 Scope

The SCR audit applies to finished product in the Manufacturing – Lower Warehouse.

3.0 Responsibility

Quality Associates are responsible for following this procedure.

4.0 Safety Considerations

Observe all manufacturing safety requirements: Safety glasses and steel toed shoes.

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

Customer Order Log (COL)
Special Customer Requirements (SCR)



6.0 Procedure

Record all information gathered on the *SCR Quality Audit Report (P13-PR-100-F078)*.

- Print COL for the current week.
- Identify SCR number for each scheduled load.
- Print identified SCR sheet for each scheduled load from the Giles Electronic Document System.
- Find location of load from the Production board which lists the bin number associated with each customer's load that is listed on COL.
- Inspect pallets, product type, packaging, labeling and any other specified requirements.
- Upon completion of audit, Quality Associate will either approve or reject audited product.

Approved – Meets requirements and no further action is needed.

Rejected – Product will be placard using *Quality Hold (Q13-FM-100-002)* until either corrected or alternative disposition is determined and approved by Quality.

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- E-mail completed SCR Quality Audit Report to Management.

Quality will retain hard copy of *SCR Quality Audit Report (P13-PR-100-F078)* with daily quality records for a period of 4 years.

7.0 Reference Documents

<i>SCR Quality Audit Report</i>	<i>(P13-PR-100-F078)</i>
<i>Quality Hold Placard</i>	<i>(Q13-FM-100-002)</i>

8.0 Change Information

New Document