

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Sampling and Testing for ARCH	Page : 1 of 3	Revision : 02 Date : 08/04/2010
	Author: Stacy Lindsey Job Specific		

Safety:

Observe all Lab and Manufacturing safety requirements

Purpose:

This procedure describes the method for sampling and testing for Arch loads.

Procedure:

SAMPLING

1. Operator will obtain sample from top of every super sack. The empty sample bags will be provided by lab and placed in ARCH box on operators table. The bags will have a place for the operator to record lot#, date, time and the letter designated to the specific Arch load in process. Bags are to be filled completely and sealed, then placed back in the Arch box for lab pick-up.
2. Quality Manager or Quality Associate will pick up samples and transport them to lab for testing.

LAB TESTING

1. Record the Arch letter and the pick-up number on the ARCH spreadsheet. (ARCH Spreadsheet can be found on Engineer drive under "Engineer Ops" common forms).
2. The lab is to weigh 50 grams of sample from each bag on calibrated lab scale and individually add to Sieve Machine that contains screens.
3. The size of screens to be used are 16, 50 and 70 mesh as well as left over pan. In this case left over pan will reflect all sample < 70 mesh.
4. Start Sieve Machine and timer.
5. Run the Sieve Machine run for 1-2 minutes. This applies for each sample tested.
6. Weigh each screen of material on balance and record weight.
7. Record the weights of each screen on the spreadsheet in the corresponding column.
8. Column mesh size <70 cannot be >2.00%. If a sample fails this requirement on pallets corresponding to the time of the failed sample Quality Manager or Associate will take samples from the pallets that are around this time. If super sack fails this requirement a new sack will be produced and sample will be taken and tested. If the material meets specification after additional testing the load will be released. If whole load of ARCH fails then a new load will be produced. If material meets specification it will be released. If load fails on any sample the Quality Manager, Plant Manager, and Production Manager should be notified immediately.
9. Results must be emailed to ARCH before load is released. Quality Department is responsible for sending results.
10. Refer to Release of ARCH Loads on Doc System under QA/Safety – Quality. This procedure will explain the proper documentation needed to release and ARCH load.



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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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Revision Number	Revision Date	Revision Author	Revision Description
00	10/29/2007	SL	New Document
01	07/13/2009	SL	-Updated procedure to new format. Separated procedure into sampling and testing. Added how to handle material that in nonconformance.
02	08/04/2010	SL	-Updated item #8 for super sacks