
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: In-coming Raw Material: Magnesium Sulfate External Vendors	Number: R13-PR-100-036	
	Owner: Jeff Hill	Revision: 0	
	Effective Date: 07/23/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure that all salt accepted by Repackaging from any external (Non-Giles Chemical) vendor will be isolated, tested and consumed in a manner that will allow proper traceability.

2.0 Scope

This procedure will apply to all in-coming salt from and external vendor to Repackaging.

3.0 Responsibility

Salt Hangers, Shift Supervisor, and the Quality unit all have responsibilities executing this procedure.

Quality Unit will have the overall responsibility of ensuring compliance.

4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net and standard safety attire for the area.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment or the facility or community.



5.0 Materials/Equipment

N/A

6.0 Procedure

1. Once material is received at the dock, truck should be inspected to ensure that there has not been any contamination from the trailer not being properly sealed. Door seal should be compared to the seal listed on the Bill of Lading. Dock personnel should use the *External Vendor Magnesium Sulfate Checklist (R13-PR-100-F036)* to document all inspection steps.
2. All pallets should be inspected upon unloading to make sure that the integrity of the packaging has not been compromised.
3. The Quality unit should be advised that material has been delivered. *Quality Hold* placards (*Q12-FM-100-002*) should be placed on each pallet of material and placed into a warehouse location with quarantined isolation.
4. Sampling will be performed by the Quality unit. The Quality unit will determine the quantity of pallets and type of sampling that will be performed on the material. The quality unit will also release the material to be consumed in the appropriate manner.

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5. Once the material has been released for consumption, the Quality Hold placards will need to be removed and *Quality Approved* placard (*Q13-FM-100-006*) stating the proper disposition of the material. Production associates should be informed to proper disposition and availability of the external magnesium sulfate.
6. Salt Hangers will need to record the consumption of the external vendor information on the *Incoming Salt Inspection Form (R12-FM-100-006)*

7.0 Reference Documents

<i>External Vendor Magnesium Sulfate Checklist</i>	<i>(R13-PR-100-F036)</i>
<i>Quality Hold Placards</i>	<i>(Q12-FM-100-002)</i>
<i>Quality Approved Placards</i>	<i>(Q13-FM-100-006)</i>
<i>Incoming Salt Inspection Form</i>	<i>(R12-FM-100-006)</i>

8.0 Change Information

- **New document.**

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