

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :01/23/08
Author: Stacy Lindsey	Title: Release of ARCH Loads	

### Safety: General Safety Rules for the Area

**Purpose or Objective:** The purpose of this procedure is to ensure that ARCH Loads are released with proper documentation.

### Procedure:

- 1) ARCH loads must be released by Quality Department.
- 2) ARCH loads must contain a signature from the Quality Department and ARCH TEST RESULTS sheet before load can be released for shipment.
- 3) ARCH TEST RESULTS sheet will be attached to paper work by Quality Department.
- 4) ARCH TEST RESULTS sheet will be attached between Packaging List and Bill of Lading.
- 5) ARCH TEST RESULTS **must** go with COA.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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