
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Approval of Pouches	Number: R12-PR-100-006	
	Owner: Monte Plott	Revision: 3	
	Effective Date: 02/01/13	Page: 1 of 2	

1.0 Purpose

This procedure is to ensure pouches at the Repacking Facility meet proper specifications.

2.0 Scope

Quality personnel are checking the pouches prior to being delivered to Repackaging from RCF. This procedure is being performed when a delivery of pouches are brought to the RCF warehouse.

3.0 Responsibility

Repackaging Manager, Repackaging Planner, and/or Quality Personnel are responsible for performing this procedure.

4.0 Safety Considerations

Steel toed shoes and safety glasses must be worn at a minimum.

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



- Master copy of pouches.

6.0 Procedure

1. Repackaging Manager or Repackaging Planner will contact pouch suppliers and have them supply samples of pouches for approval.
2. Vendor will be required to supply 10-15 pouches in an envelope with each delivery shipped.
3. Repackaging Manager, Repackaging Planner and/or Quality personnel may approve or reject pouches.
4. When delivery arrives, the envelope will be removed from pallet and designated person will be required to compare pouches to Master on file.
5. If pouches do not meet specification immediately report to Repackaging Manager, this allows the Repackaging Manager adequate time to report the issues to the vendor.
6. Repackaging Facility will keep a log of acceptance and rejection of pouches.

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7. In the event of a new vendor, a drop test will be conducted to ensure pouches meet qualifications. Drop test will be conducted by Repackaging Facility, recorded on the *New Vendor Drop Test (R12-PR-100-F006)* and turned into the Quality Unit.
8. Repackaging Manager or Repackaging Business Manager will contact vendor who provides pouches if necessary.

7.0 Reference Documents

QA Release placard
 Logbook of Accepted and Rejected Pouches
New Vendor Drop Test (R12-PR-100-F006)

8.0 Change Information

Added *New Vendor Drop Test (R12-PR-100-F006)* and updated using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*.

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