
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Repackaging Rework/Reprocessing Procedure	Number: R12-PR-100-007	
	Owner: Kevin Hale	Revision: 4	
	Effective Date: 5/17/2013	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to describe how to manage product that does not conform to standards or specifications and has been approved for rework or reprocessing. Following this procedure will ensure that the reworked or reprocessed product will be of equivalent quality to that which it was originally produced to meet. Properly reworked or reprocessed product may be shipped in a saleable condition and reduces loss.

2.0 Scope

This procedure applies to any in-process or finished product during repackaging. Sources of product approved for rework or reprocessing may include, but not limited to, product determined to be non-conforming, product that has been returned, or damaged/incorrect packaging.

3.0 Responsibility

Quality Unit- is responsible for quarantining evaluating and approving all product prior to it being reworked or reprocessed and releasing the product upon a final evaluation.

Plant Management/Supervisor- is responsible for assuring that all personnel involved are properly trained and correctly following the guidelines within this procedure.

4.0 Safety Considerations

Always wear facility required PPE including, but not limited to, safety glasses and steel toed boots.

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



N/A

6.0 Procedure

1. Any product that is non-conforming has been returned or has damaged/incorrect packaging will be tagged with *Quality Hold* placards (*Q12-FM-100-002*) and quarantined within the warehouse appropriately by Quality and/or Production.
 - *See Nonconforming Material (Q12-PR-100-017) and Returned Products (Q13-PR-100-011)*

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Repackaging Rework/Reprocessing Procedure	Number: R12-PR-100-007	
	Owner: Kevin Hale	Revision: 4	
	Effective Date: 5/17/2013	Page: 2 of 3	

2. Quality will evaluate the product and assist Production with investigating the issue. If required, a CAPA will be initiated according to *Corrective and Preventive Action System (Q13-PR-100-014)*. A determination will be made as to which of the following actions will be carried out:

Rework: *1) Product that meets all specifications but has a non-conforming packaging issue that can be corrected without impacting the product. 2) Product that can be redirected to a customer willing to accept the product as is.*

- The magnesium sulfate heptahydrate in products that is approved for rework must meet all specifications.
- Rework issues must be related to the product's packaging/labeling and/or Special Customer Requirements only (i.e. pallet configurations/damaged boxes, etc.)
- Reworked product must undergo evaluation prior to approval for release.
- The disposition of all reworked product is to be documented so as to maintain traceability.

Reprocessing: *is a product that meets all specifications but cannot be reworked and must be used in a tech grade product or melted down and reintroduced into the beginning of the process as a Raw Material.*


- This material must be free of contaminants and inspected/released by the Quality Area.
- Once released by Quality, it may be poured back into a properly identified super sack to be used in tech grade production, such as scented product or agricultural product which makes no claim for human consumption.
- If there is no tech grade material to consume this salt, the super sack must be weighed and returned to manufacturing for reprocessing.
- The weight is to be recorded on the *Salt Waste Form (R12-FM-100-044)* in the recoverable column and list on a *Product/Stock Transfer Form*.


Scrap/Waste: *is any product that does not meet specifications and cannot be reworked or reprocessed.*

- Material that does not meet criteria to be used as tech grade or any other grade of product and must be disposed of.
- The waste is put into appropriately marked wheelbarrows, weighed and disposed of in the dumpster and sent to the land fill while abiding by local environmental codes.
- The weight is to be recorded on the *Salt Waste Form (R12-FM-100-044)* in the unrecoverable column.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA	
	Company Procedure	
	Title: Repackaging Rework/Reprocessing Procedure	Number: R12-PR-100-007
	Owner: Kevin Hale	Revision: 4
	Effective Date: 5/17/2013	Page: 3 of 3



7.0 Reference Documents

<i>Quality Hold Placards</i>	<i>(Q12-FM-100-002)</i>
<i>Nonconforming Material</i>	<i>(Q12-PR-100-017)</i>
<i>Corrective and Preventative Action System</i>	<i>(Q13-PR-100-014)</i>
<i>Returned Product</i>	<i>(Q13-PR-100-011)</i>
<i>Salt Waste Form</i>	<i>(R12-FM-100-044)</i>
<i>Product/Stock Transfer Form</i>	

8.0 Change Information

New Document

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.