1. **Purpose**

The purpose of this procedure is to reassure that all new product that is ordered and put into production meets all vendor specifications.

1. **Scope**

This procedure applies to the Repackaging facility vendors.

Approved artwork needs to be sent to the following associates (see below) at Giles Chemical

in a PDF format with the appropriate customer approval signatures.

Monte Plott Plant Manager [mplott@gileschemical.com](mailto:mplott@gileschemical.com)

Tom Shirley Repackaging Planner/Scheduler [tshirley@gileschemical.com](mailto:tshirley@gileschemical.com)

Jeff Hill Repackaging Quality Coordinators [jlhill@gileschemical.com](mailto:jlhill@gileschemical.com)

1. **Responsibility**

The personnel responsible for the approval process of a new product are the Repackaging Plant

Manager, Repackaging Planner/Scheduler, and Repackaging Quality Coordinator.

1. **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.

1. **Materials/Equipment**

* PDF files of the artwork with dimensions and signature approvals from end customer.
* Color approval of the product with signature approval; Product rendering, pantone color reference, etc.
* PDF files of the corrugated art sample.

1. **Procedure**

All new products shall be verified as accurate before ordering the product and placing the product from our vendors into production.

1. Approvers must receive from the vendor a PDF format of the artwork and dimensions for all pouches and cartons.
2. Approvers must receive an approved color example/product and rendering/pantone color reference that has the end customer approval signatures.
3. Approvers must receive a PDF file for the corrugated samples.
4. Once all of the documents are received, designated approvers will approve the new product and send *New Product Approval Form (R13-PR-100-F031)* giving the vendor the approval to start production.
5. New products will be reviewed and released according to *In-coming Raw Materials Pouches and Cartons (*R12*-PR-100-013)* with appropriate documentation.
6. All new products that will be going into production at the Repackaging facility must be approved by the following people, Repackaging Plant Manager, Repackaging Planner/Scheduler, and Repackaging Quality Coordinator. At a minimum, two signatures are needed for approval.
7. **Reference Documents**

*New Product Approval Form (R13-PR-100-F031)*

*In-coming Raw Materials Pouches and Cartons (R12-PR-100-013)*

**8.0 Change Information**

New Document