

CHEMICAL, SPECIAL ITEMS CONTROL**HDCV: 000-5-WI-113****Version: 02****Page: 1/3****Effective date: 10Oct2012****I. PURPOSE:**

This procedure provides guidelines to control the Chemical, Special Items and guidelines to control the dirty chemical at warehouse (related to return the waste to supplier) in planning site

II. APPLICATION:

This procedure is applied to control chemical, special items in planning site

III. REFERENCE DOCUMENTS:

- 1 ISO 9001: 2000: Quality management system- requirements
- 2 O-Pr-001: Control of internal origin documents

IV. TERM DEFINITION**V. PROCEDURE**

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Date: 10Oct2012

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Date: 10Oct2012

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No.	Section Incharge	Description	Related Document/Records
	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> WH PUR PRD TRC QAS </div>		
I. Receiving and Storing		<p>* Receive goods from Supplier, do incoming inspection, attache Symbol for chemical item such as Hazardous item/Flammable item,... or symbols for special items which are pre- defined</p> <p>* Whenever there are new item, it should be informed to Purchasers for MSDS, Rohs, China Rohs cert. (if any) from Supplier</p> <p>* For Storage Condition for special items, Engineering site has to issue MS for items</p> <p>* The criteria for classification will be identified by MS and all sections refer to MS for recognition</p> <p>* Related Doc. For new kind of chemical/ special items will be prepared by Engineering site</p> <p>* TRC will train the Doc. (prepared by PRD) to concerned Sections if there are requirement</p> <p>* After classifying, items will be updated to Master List</p>	Receiver List or Supplier's shipment Document
		<p>*For specific item, there are some remarks for storage. Normal case, the items will be kept as usual in shelves</p> <p>* WH receives the Instruction from Purchaser/ Engineers in charge (via e-mail, document, or at least by verbal) to know the storage condition)</p> <p>*There is a List to recognize these items</p>	<p>5-WI-114</p> <p>5-WI-113/ 5-Fo-001</p>
		<p>*Some items need storing in specific conditions, they need following some parameter</p> <p>*All chemical substances will be checked status weekly for safety and treatment when there</p>	<p>5-WI-113/ 5-CS-002</p> <p>5-WI-113/ 5-CS-002</p>
II. Returning the returned Chemicals		<p>Chemicals can be returned to suppliers (confirmed by Purchasers), which were used will be returned to WH. List of returned chemicals will be decided by purchasers.</p> <p>Chemicals are returned to the place for keeping, then some related info. Will be recorded in checksheet</p> <p>Purchasers contact suppliers for the return. Usually, the fixed point of time is set up for the return. In case the stock q'ty exceed the maximum q'ty (can be kept), it will be informed to purchasers for quick action: contact supplier for quick return.</p> <p>Returning used chemicals to supplier</p>	<p>5-Pr-003/5-Fo-002</p> <p>5-WI-113/ 5-CS-002</p> <p>5-WI-113/ 5-CS-002</p>

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VI. RECORD

No	Record	Responsibility	Retention time

VII. REVISION HISTORY**REVISION HISTORY**

Date	Person	Version	Old content of description	New content		Reason of change
				New description	Change requester	
10/25/2008	Hoangtd	2	No item II. In Procedure	Insert new content: in item II. in Procedure	Hoangtd	Improve
03/09/2009	Hoangtd	3	No item I. In Procedure	Insert new content: in item I. in Procedure	Hoangtd.	Improve
05/22/2009	Hoangtd	4		Change the method of Doc. numbering	Thuyntt	Follow TL Request
05/26/2009	Hoangtd	5		Change the method of Doc. numbering	Thuyntt	Follow TL Request
09/23/2010	Hoangtd	6		Expand the scope of Application add the item applied: including Special item		Improve
11/01/2011	Hoangtd	1	000-5-WI-002 Ver06	000-5-WI-113 Ver01		Change Doc. No.
10/10/2012	Hoangtd	2		Modify at the process after recognizing new item		Problem with CAR FOV-12-04-001