



UGEE CHEMICALS

Ibadan Plant

Plant Manager QA Expectations from all Ibadan Employees

This is to share with you my expectations on Quality for Year 2024.

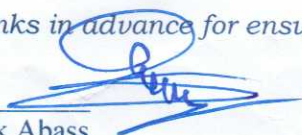
Objective is to ensure we have Zero regulatory notification, Zero SQL, zero quality consumer/customer complaints and produce Quality products always:

I expect you to be disciplined in fulfilling the requirements of the QA program in your area and MODEL BEHAVIOURS that support the right Quality Culture as you execute your daily responsibilities.

To meet our QA goals, these are my expectations:

1. Build your capability on QA systems and ensure you are trained and qualified on ALL mandatory and Priority A skills for your area before executing the work without supervision. (This includes contractors and interns).
2. Comply with all Standard Operating Procedures applicable to your job task. Please request for clarification from subject matter expert if unclear about the procedure or standard.
3. You are held accountable for the quality of the product you produce. Always run your equipment, process to validated centerlines. You shall not knowingly produce defective products. Stop machines/equipment producing quality defects and fix the defect immediately.
4. Adhere to all packing, labelling and coding standards for all products following company policies and regulatory standards.
5. Validate all material, process and equipment changes initiated and complete documentations promptly (Before use). Seek QA guidance if unclear on validation needs.
6. Report all Quality failures promptly and investigate quality failures to root cause to provide Corrective and Preventive fixes and execute CAPA without follow-up.
7. Participate in Q-BOS tours, quality alerts reporting and company quality programs and react immediately by fixing gaps identified.
8. Keep high(Data) integrity by reporting the correct values for all quality parameters as seen on the line/product.
9. You are responsible for the work of the contractors in your area; it's your responsibility to enforce their compliance with UGEE quality expectations.
10. You are responsible for maintaining high standards in your area. Confront anti-GMP behaviors and reinforce behaviors that model GMP all the time during your operations

Thanks in advance for ensuring Ibadan site is compliant to all quality requirements


Sadik Abass
Site Leader
January 2024

I have read and commit to fulfill all the above expectations and understand that any violation may lead to disciplinary action.

Employee Name & Sign

Date

Signature of Manager