	UGEE CHEMICALS MSG SOP	**SOP** **Standard Operating Procedure**

MANAGING EXECUTION OF ATS' & INITIATIVES

SOP #: UCL/IBDMSG/CD/Q/13.0	Issuance Date:	As at Last Signature	
	Revision Date:	Maximum 2 years from Effective Date	
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PURPOSE:

To outline the procedure for executing ATS' and initiatives in the operation and handling process data reporting for both Additions System and Process Conditions during execution of ATS and initiatives roll out to assure all existing plant systems are not compromised while assuring confidence in quality of products produced during the period.

SCOPE:

This SOP covers the execution of ATS' and initiatives issued for MSG department across Fabric Care Operations. It provides guidance on qualification runs for products from ATS' and/or initiatives, the process reporting, product release strategy and shipment to trade.

RESPONSIBILITY:

- **P&G MPD Contact**: Is responsible for the issuance of ATS' and formula cards for initiatives for execution in production. He would share BOM and recipe sheets for the formulation and coordinate the qualification phase (where applicable) for the ATS' and initiatives. lead the qualification and development of centerlines for formulation and updating of the PCS reporting template with the centerlines to be used for the ATS run. He also communicates the ATS requirements, creates recipe/QW and provides approved BPR for the ATS/Initiative run.

- **Process Engineer**: Works with the P&G MPD contact to develop the centerlines for new formulations (ATS' and Initiatives). Is responsible for updating the process reporting template with new centerlines and reporting of process results in DDS meeting. He also ensures process control strategy for the plant is updated to reflect any change as a result of the ATS or Initiative.

- **Satlab Personnel**: Is responsible to ensure the QW for ATS/Initiative cards is activated on the scheduler. He would supervise the collation of data from QW into the PCS reporting template and uploading in the SharePoint / Teams space.

- **Site Quality Assurance Leader**: Is responsible to give approvals where exceptions are required. He / She also approves product release under positive release or aligned site release strategy.

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
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Agbadu Lawrence	Alawode Olujide		Nadeeb Daramola
Date: 15/Nov/2022.	Date: 16/Nov/2022	Date:	Date: 16/11/2022

-Operating Team: Is responsible to obtain approved BPR / recipe sheet for use from QA, and also confirm the recipe(s) to be used for execution of ATS/Initiative run. They also select the QW to be used for ATS/Initiative run on QW Scheduler and confirm the file is auto-pulling to QW file.

POTENTIAL RISKS

- Not Applicable

REQUIRED PPE:

- Not Applicable

PROCEDURE:

EXECUTION OF ATS CARDS

Below are the steps to be followed when an ATS has been issued to address a supply chain risk -

1. Whenever there is an ATS card issued for use in the operation, products from that ATS card formulation would be on Positive Release. This means products from the ATS card would be available for shipment at a minimum of 26 hours after production.

2. All line documentation to be used in the execution of the ATS card must be approved prior to execution of the ATS.

3. The Satlab personnel would open the QW Excel file and input the required information into the file. Also, personnel would enter the ATS GCAS # into the QW Excel Input File.

4. The Satlab personnel would open the QW scheduler and activate the QW for ATS Card before Crutching the 1st batch of the ATS. Also, he confirms that data is being auto-pulled into the QW for the ATS/Initiative Cards.

5. For all ATS cards, the additions report for both Crutcher and Admix must be issued and reported in the DDS from the 1st production run. Where the changes on the ATS Cards is limited to Admix and there is no change to Tower or Crutcher Operations, a process report must be issued and reported in the DDS meeting.

6. However, where the change on the ATS Cards impacts Crutcher or Tower operations, while the additions report must be issued and reported in DDS, the process report must be issued but need not be reported in DDS as the centerline has not been established for the ATS formulation. However, it is recommended during the period prior to establishing centerlines for ATS card to track and report centerlines based on in-limit and out-of-limit. This would help assess the impact of the ATS card on the process.

7. Where changes on the formulation impact the Tower / Crutcher operations, new centerline must be established after 3 production runs of the ATS formulation with all equipments at base condition and no process issues related to the ATS Cards.

8. The newly established centerlines would be updated on the excel-based process reporting Template for the ATS Cards. This update would be managed outside Enovia for ATS Cards runs only as this is temporary and can be discontinued when the supply risk has been mitigated.

9. The updated process reporting template would be used ongoing for the reporting of additions and centerline throughout the period of the ATS formula execution.

10. In the event there are process issues or base conditions outages impacting the establishment of new centerlines for the ATS Card, a documented exception must be obtained with Site QA Leader approval to extend the duration for establishing centerlines for the ATS card formulation. The duration of extension would be aligned with Site QA.

ROLL OUT OF NEW INITIATIVES

Below are the steps to be followed when an Initiative or a new formulation is being launched at the site-

1. P&G will share the list of coming initiatives with the UGEE site which would be included in the site's validation masterplan.

2. A change control form would be issued (following the site's Change Control Procedure) on site to access the impact of the initiative(s) on the current site systems and identify risk and mitigation to enable a successful initiative launch. No initiative should commence* without Change control being raised and approved

3. For every initiative, there would be a delivery team meeting (DTM) with P&G contact to understand the scope of the initiative and actioning inputs from the change control form for the initiative. The frequency of the DTM would be determined by the team and would be based on the scope of the initiative.

4. Where new materials are required for an initiative, the material would be cleared by site safety for use the plant. The P&G MPD spoc would provide the following document to Site QA:

    a. Material Safety Data Sheet,
    b. GCAS # or RMP # and the barcode for the raw material code
    c. Updated RM Handling and Storage Sheet
    d. Bill of Material for the new formulation
    e. Recipe Sheet for the new formulation
    f. EO protocol (where applicable)
    g. PQIV protocol
    h. Formula Cards for the new formulation

5. The Site QA would share the documents to the respective or affected department for compliance in their various operations eg. Warehouse, Laboratory, etc

6. Where the new material is replacing an existing material, the Site QA leader would ensure all documentation relating to the old or phased out material is archived.

7. Prior to the execution of the first initiative run, the delivery team must meet to access readiness for start up of the new formula and verify that all inputs on the change control have been closed ahead of the start-up.

8. Where there are associated risk with start up of the new formulation, this must be called out and clearly mitigated. Any risk associated with safety and quality must be mitigated before startup of a new formulation.

9. All the required quality window views must be setup across the various departments where it's used and their 4-Eye check documented.

10. Once readiness for start up of a new formulation is confirmed, this would be factored in the production plan, and communicated to everyone in the operations.

11. An initiative is said to be successful once the success criteria defined in the EO or PQIV protocol is met. A close out report must be issued for every initiative which calls out the qualification status of the initiative (for example either "PASS" of FAIL")

12. On completion of the initiative or formulation launch, the delivery team would meet to ensure all actions from the change control have been closed out and all applicable site systems updated to support the ongoing production of the new formulation.]

ABBREVIATION

ATS – Authorized Temporary Standard
DTM – Delivery Team Meeting
MPD – Material and Process Delivery
PCS – Process Control Strategy

REASON FOR UPDATE

Version 0: New

End of Procedure
SOP RELATED ATTACHMENTS
Attachment 1: Training & Qualification Attachment 2: Model Answers