	UGEE CHEMICALS PSG Department	**SOP** **Standard Operating Procedure**

PROCESS AUDIT SYSTEM

SOP No:	Issuance Date:	As at Last Signature	
UCL/IBDPSG/CD/Q/03.01	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date:	20 Days from the Issuance Day	Page 1 of 14

PURPOSE

- To have a standard procedure for monitoring the Process centerlines of the UVA 222 and Multilane packaging machines in PSG department as part of the overall process control strategy.

SCOPE

- This applies to Process Audit System in PSG Dept. of Fabric & Home Care, Ibadan Plant.

RESPONSIBILITY

- **Machine Operator**: Responsible for entering the process settings into the Process Audit sheet and QW program during his shift. He also carries out the off-quality products strategy during OOL situations.
- **SHIFT QA LEADER:** Responsible for collating the process audit sheets at the end of the shift or production, he/she attaches the process audit into the BPR jacket. At the end of the day's batch, he/she includes the filled process audit sheets into the BPR envelope.
- **Process Engineer**: Responsible for verifying the data recorded in the process audit sheet and QW program against the actual readings, collating the process audit sheets, instituting actions plans for OOL and follow-up of actions. Driving Process Control Daily Management System (CL DMS)

Develops and provides the process audit system for the department, reviews actions and trend of settings on a weekly basis, and institutes actions to improve trending parameters.

Performs 4-eye checks on new CL updates on Quality Window and other quality systems.

POTENTIAL RISKS

- Not Applicable

PPE REQUIRED

- Not Applicable

PROCEDURE

Performing Process Audit

1. The machine operator enters the parameter on the HMI into both audit sheet and QW program at most one hour after the start of the shift operations on every scheduled machine and changeover.
2. The machine operator must follow all the line items on the process audit sheet including movement of cam follower inside the mechanical drive of the UVA machines.

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Ogunsakin Adeyemi	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 08-02-2023	Date: 08/02/2023	Date: 08/02/2023	Date: 08/02/2023

3. The machine operator must record the operator name, shift, variant and size being produced, then the machine, date, time and the settings of the UVA or Multilane process parameters into the process audit sheet.
4. The Process Engineer reviews the data in the Process audit sheet against the actual readings on the machine at random timing daily.
5. The SHIFT QA LEADER collates all the process audit sheets at the end of the shift, compares it with the QW data and analyzes the data trend and include Process audit sheet in the Batch Production Record (BPR). Process Engineer must also ensure that all the OOL conditions are investigated and the actions are documented.
6. At the end of the week, the Process Engineer reviews the Process audit program and ensures that the daily recording of the process settings is being complied by tracking the compliance, OOLs with counter actions, and percentage completion.
7. At the end of the month the Process engineer reports compliance for critical variables from the QW trending.

Handling Out of Limit (OOL)

1. For any parameter that is out of limit (OOL), the machine owner must follow the Centerline Handling Flow chart. Note that all OOLs data observed must be circled in order to flag OOL settings to anyone using the process audit sheet.
2. Temporary tag must be used on the machine and, the reason for OOL written on comment section of the QW and on the temporary tag with date to systemically fix the OOL.
3. To ensure product quality is not impacted, documented double sampling of products on TAMU sheet must be done during the period of validity of a centerline temporary tag until the OOL is fixed.
4. The machine owner and Process Engineer troubleshoot to correct every OOL in his equipment according to the flow chart.
5. When the root cause for the OOL is not directly obvious, the Process Engineer leads a why-why analysis of the problem to identify the root cause.
6. The Process Engineer then develops action plans to show the identified problem/reason for OOL, the action plans taken to fix/prevent reoccurrence, the person responsible and the due date.
7. The Process Engineer follows up the stated actions and tracks their completion.
8. For repeated OOLs, the Process Engineer constitutes a team to identify the root cause of the problem using the IWS analysis tools (UPS, IFA etc.)
9. The Process Engineer then develops action plans to solve the reoccurring problem and follows up on the Completion of the actions to correct the mentioned deviation.
10. Where there is a need to change any settings in the Process Audit Sheet, such changes are documented and approved using the centerline Handling Flow chart.

DEFINITIONS

1. **Q-Parameter (PQF): They are dynamics process variables that have direct impact on product quality, which means that they affect finished products (e.g. sealing torque on the horizontal sealing jaw, Long seal temperature).**
2. **GLOSSARY:**
   QW- Quality Window
   OOL – Out of Limit

SOP- Standard Operating Procedure
PQF – Product Quality Factor
UPS – Unified Problem-Solving tool
IFA – In-depth Failure Analysisl
CL – Centerline

REASON FOR UPDATE: Addition of new Skus to the process audit sheet
ARIEL HS Color expert Core+ 4X2KG SP NG
ARIEL HS Color expert Core+ 8X800G SP NG
ARIEL HS Color expert Core+28X140G SP NG
VIVA PLUS 350G

End of Procedure

SOP Related Attachments
- Attachment 1 - Training and Qualification Sheet
- Attachment 2 - Model Answers
- Attachment 3a - Ariel Process Audit Sheet (Line 1)
- Attachment 3b - Ariel Process Audit Sheet (Line 2)
- Attachment 3c – Ariel Process Audit Sheet (Multilane) Line 4
- Attachment 3d - Viva Process Audit Sheet (Line 1&2)
- Attachment 3e - Viva Process Audit Sheet (Multilane) Line 4
- Attachment 4 - Centerline Handling Flow chart
- Attachment 5 – Step up Card