	UGEE CHEMICALS PSG Department	SOP Standard Operating Procedure

LINE CLEARANCE & CHANGEOVER

SOP No: UCL/IBDPSG/CD/Q/02.0	Issuance Date:	As at Last Signature	
	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date:	20 working days from the issuance date.	Page 1 of 14

PURPOSE

- To provide standard procedure for line changeover to eliminate occurrence of product mix-up or contamination.

SCOPE

- This SOP covers all types of changeovers (size/brand changeovers) and should be adhered to strictly. Size changeovers refer to changeovers from one SKU to another within the same or different powder Formula Card (FC) which involves the change of forming set, while brand changeovers refer to changeovers from one SKU to another with a different powder Formula Card or a changeover within the same Formula card which does not involve change of forming set It is forbidden to run two formula cards on one lane or line. It is therefore recommended that whenever change of brand occurs, the buggy floor should start line clearance first. The UVA operators should also drain out all the powder in the buffer bin and clean the sifter unit.

RESPONSIBILITY

- **Equipment Operators:** Prepares the machine for the new product as per line clearance checklist
- **Team Leader:** Verifies that line clearance and changeover was done as per standard. Signs off line clearance and changeover checklists when completed.
- **Shift QA:** Ensures that all line clearance procedures are executed and documented as per standard. Gives the go ahead to start production after all line clearance conditions have been met.
- **SAP Key user/Line Manager:** Liaises with production planning to set a plan for size changeovers and with Making Department & production planning for brand changeovers.
- **RCO DMS Owner:** Ensures rapid execution of the changeover tasks by the team, following RCO standard and RCO DMS methodology. And executing action plans from the RCO outages.

POTENTIAL RISKS

- Skin/eye irritation
- Inhalation of powder dust
- Hand injury.
- Accidental re-starts
- Burns cuts

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Bankole Peter	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 11 FEB 2022	Date: 11/2/2022	Date: 11th Feb, 2022	Date: 15th feb, 2022

- Back Strain/ Abrasion
- Powder mix-up /contamination.

PPE REQUIRED

- 3M6000 Dust Mask.
- Cotton gloves
- Coveralls
- Safety Glasses
- Heat resistant gloves.
- Safety Shoes

PROCEDURE

AT PACKING CHANGEOVER

1. The Packing team leader will stop the buggy floor operators from loading and dumping buggies ahead of a planned changeover on the BFMS client.
2. The packing team leader will stop the BFMS service on the screen.
3. The packing team leader will initiate the changeover based on the SAP plan.
4. The packing team leader will restart the BFMS service and then inform the buggy team to continue their loading and dumping operation.

SIZE CHANGEOVER

1. The **Shift QA Technician** Conduct Changeover planning meeting and complete the pre-changeover/Line clearance checklist to ensure all the external task are completed as stated in the RCO standard.
2. The **Shift QA Technician** Packing materials brought in from the warehouse to the staging area must have yellow and green quarantine release labels with material receipt filled with the PDR sheet kept at location with the right material tag. Any material without these labels must not be used.
3. The **Shift QA Technician** verify If any packing material is found that is different from that of the new SKU or brand, the packing material is rejected and returned to the warehouse immediately, fill a quality alert.
4. Move the packing material and forming set for the new SKU from the RCO spot to the machines for changeover. Wear cotton hand gloves.
5. The **Shift QA Technician** verifies the new packing material at the RCO spot accordingly using the PDR. If any packing material is found that is different from that of the new SKU, it is moved to the staging area.

Equipment Operators Perform the below task.

6. Press the "F1" button on the HMI panel to stop production on the machine on which the changeover is to be carried out. Lock out both the electrical & Pneumatic disconnect and verify that the equipment will not start by pressing F1. Use a multi-lock if more than 2 persons will work on the equipment at a time.
7. Remove the current forming set and replace with new size of forming set. Wear cotton hand gloves.
8. Use film trolley to raise film to position on the machine. Load the new film, web the film across the web system and leave extra film at the forming shoulder for threading on the forming set.

9. Change the CAM position from current size to new size (if applicable), wear cotton gloves
10. Remove the tucker unit if changing to pillow bags and vice-versa if changing to gusseted bags. (If applicable). Wear cotton gloves.
11. Clean the machine on which the changeover is to be carried out according to the Line Clearance checklist & RLS standard. Wear cotton gloves and 3M 6000 nose mask
12. Open the air supply to the knife blocking unit if changing to pillow bags and vice versa if changing to gusseted bags.
13. Change the process parameters according to the process setting for the new SKU –Use the process audit sheet.
14. Change the critical static centerlines (Photocell, coder/printer and infeed roller) to match the new SKU.
15. Select the right code type in Markem S18i to match the new SKU where applicable.

The code structure on the tested polyfilm - Primary packaging is checked for legibility and correctness.
PRIMARY CODE **Y BN a bbb cccc d ee**
MFD ff gg EXP hh ii
Where :Y=SKU grammage, BN=batch number, a=year, bbb=julian date, cccc=plant code, d=machine, ee=production hour, MFD=manufacturing date, ff=month of production, gg=year of production, EXP=expiry date, hh=month of expiry, ii=year of expiry

16. Teach 2D camera by pushing the teach button and confirming the No READ error on the machine.
17. Test the machines for code structure legibility and correctness. Check the cut to cut perforation and knife cut on the tested polyfilm
18. Place a bag or a string of tested bags on the machine meaning the machine is ready to run. Before production test the first 6 samples from the machine and do attribute checks (TAMU) including weight checks.
19. Manual adjust the weight of the planned SKU to be run from the HMI and confirm the weight is on target.

PIN HOLE AND BAG PRESSER CHANGEOVER

20. The standard pinhole rollers must be used for the different SKU, this is to enable the products have the pinched holes. The follow number of pins on the products and pinholes.

PSG PRODUCT PIN HOLE /PIN ON ROLLERS PER SKU		
SKU	NO OF PINS	NUMBER OF PIN HOLES
22g	0	0
55g	0	0
75g	0	0
150g	0	0
170g	0	0
800g	2	5
1.7kg	1	4

21. The bag presser must be installed on the machines (UVA and Multilane) when running all the SKUs on the machines. The offset for the bag presser across the machines is 8mm + or – 2mm.

END OF LINE ACTIVITIES

22. All Finished products must be labeled with the right release labels having the right products code, quantity of the cases on the pallets, name and signature of SHIFT Q/A. Technician.
23. The team leader should immediately confirm the products on SAP using the stacker report after confirming the quantity on the pallets.
24. Release all Finished Products at the end of line and move to the staging area.
25. Remove all packing material related to out going production, stretch wrap and move materials to staging area. All part rolls of poly film reels with code print of out going production on them must be cutoff from the reels before film reels are taken to the staging area.
26. For the leftover polywoven, proper 4 eye checks must be done by the team leader, shift Q/A, Technician and the ICSL coordinator to avoid any mix up of SKU or brands before the start of production.
27. The **Shift QA.** Technician verifies the incoming packing material accordingly using the PDR. If any packing material is found that is different from that of the SKU, reject and return to the warehouse immediately. Fill a quality alert.
28. The Shift QA. Technician removes the weight limits of previous SKU and replaces them with limits of new SKU to be run. Return the old weight limits to the jacket on the QA board.
29. The **Shift QA**. Technician removes all stacking packing standards (SPS) of the previous SKU and replace with SPS of new SKU. Return the old SPS to the jacket on the QA board
30. The **Shift QA.** Technician verifies that the IPS standard for the new brand and SKU is available on the line. Return the old IPS standard to the jacket on the QA board
31. The **shift QA** technician moves all pack materials for current production to the EOL. No pack materials for current production should be staged at the staging area.
32. The team Leader and **Shift QA**. Technician verify that all actions on the checklist (Attachment 2) have been completed, done and signed off.
33. Start production and analyze the first 6 samples according to the TAMU grading system. All samples must be Target before the start of production.
34. Start production once above criteria are met
35. Complete the changeover planning sheet and the line clearance and changeover checklist to ensure all the post- changeover tasks are completed. No activity on the sheets should be left blank, rather fill "NA - Not Applicable" if activity is not relevant or not carried out.

BRAND CHANGEOVER

1. Conduct Changeover planning meeting, ensure all the task on the line clearance checklist are completed.
2. Move the packing material and forming set for the new SKU from the RCO spot and rack to the machines for changeover Wear cotton hand gloves. All materials from the warehouse must have yellow and green QC quarantine/release labels and kept at location in the staging area with the right material tag on the wall jacket and GCAS label on the packing material. Any material without Q/A release labels must rejected immediately and returned to the warehouse. Fill the quality alert.
3. If any packing material is found to be different from that of the SKU, it is rejected, and moved to the warehouse immediately. Fill a quality alert.

4. Run out powder of old brand from machine. Remove and clean all accumulated powder in the main hopper, sifter mesh and dome – to avoid contamination. Wear cotton hand gloves
5. Press the "F1" button on the HMI panel to stop production on the lane on which the changeover is to be carried out. Lock out both the electrical & pneumatic disconnect and verify that the equipment will not start by pressing F1. Use a multi-lock if more than 2 persons will work on the equipment at a time.
6. Remove the current forming set and replace with the new size (if applicable). Wear cotton hand gloves
7. Use film trolley to raise film to position on the machine. Load the new film, web the film across the web system and leave extra film at the forming shoulder for threading on the forming set.
8. Change the CAM position from current size to new size (if applicable), wear cotton gloves.
9. Open the air supply to the knife blocking unit if changing to pillow bags and vice versa (if applicable).
10. Remove the tucker unit if changing to pillow bags and vice-versa (if applicable)
11. Clean the machines on the lane on which the changeover is to be carried out according to the CIL standard. Wear cotton gloves and 3M 6000 nose mask
12. Change the process parameters according to the process setting for the new SKU.
13. Select the right code type in Markem S18i to match the new SKU where applicable.

    The code structure on the tested polyfilm - Primary packaging is checked for legibility and correctness.
    PRIMARY CODE **Y BN a bbb cccc d ee**
    MFD ff gg EXP hh ii
    Where :Y=SKU grammage, BN=batch number, a=year, bbb=julian date, cccc=plant code, d=machine, ee=production hour, MFD=manufacturing date, ff=month of production, gg=year of production, EXP=expiry date, hh=month of expiry, ii=year of expiry

14. Teach 2D camera by pushing the teach button and confirming the No READ error on the machine.
15. Test the machines for code structure legibility and correctness. Check the cut to cut perforation and knife cut on the tested polyfilm.
16. Place a bag or a string of tested bags on the machine meaning the machine is ready to run. Before production test the first 6 samples from the machine and do attribute checks (TAMU) including weight checks.
17. If any of the 6 samples has a defect after changeover, the defective samples are scrapped, and the machine is stopped. The machine is adjusted and started again, and the first 6 bags or strings are inspected, and step above is repeated till all 6 samples pass TAMU.

BUGGY FLOOR/END OF LINE ACTIVITIES

18. Remove previous SKU buggy from all dumping spots for which changeover will be done. This should be done by the buggy Team leader.
19. The Buggy floor team leader will, at every mixer batch, move a buggy to the BFS. He will check that the LED display on the BFS indicates "OK BUGGY "before opening the BFS valve to load product into it.
20. In case the display indicates an error, he will remove the buggy from the BFS loading spot and reset the alarm on the client application. If he tries using the buggy again and error persist, then he needs to park the buggy and use another buggy

21. if the LED display indicates "OK BUGGY ". He goes ahead and fill the buggy with product and collect the sample for density.
22. Once the buggy is filled, he will remove the buggy from the BFS. While the buggy is being removed from the BFS, the BFMS will automatically update the buggy in the historical buggy page with all information correct except for the Finish product density.
23. The Buggy floor team leader will update the finish product density in the buggy inventory page of the BFMS application before moving the next buggy to be filled into the BFS loading spot as the buggy label card for a previous buggy will be printed automatically as soon as the next buggy enters the BFS loading spot.
24. The buggy team will paste the buggy label card on the buggy while in storage before moving it to the dumping spot of packing lines. The buggy Team leader only open buggy when packing team leader instruct him to do so.
25. The buggy team leader will label and report any empty buggy that was not used due to persistent BFS load spot alarm to the MSG shift QC before the end of the shift.
26. Line Quality Controller closes the weight QW of the previous SKU and the weight control sheet of the previous powder and open QW for the new SKU to be run and a new weight control sheet.
27. The Team Leader and shift QA. Technician verify and sign off that all actions on the checklist (Attachment 2) have been done.
28. Teach 2D camera by pushing the teach button and confirming the No READ error on the machine.
29. Manual adjust the weight of the planned SKU to be run from the HMI and confirm the weight is on Target.
30. Start production, the machine operator and the line quality controller must analyze the first 6 samples according to the TAMU test methods. All samples must be Target.
31. Start production once above criteria are met.
32. Complete the changeover planning sheet and the line clearance and changeover checklist to ensure the tasks are completed. No activity on the sheets should be left blank, rather fill "NA - Not Applicable" if activity is not relevant or not carried out.
33.

REASON FOR CHANGE

END OF PROCEDURE

SOP RELATED ATTACHMENTS

Attachment 1 – SOP Qualification

Attachment 2 – Model Answers

Attachment 3 – Line Clearance Checklist

Attachment 4 – Line Clearance and Changeover Step up card

ATTCHMENT 1

LINE CLEARANCE & CHANGEOVERS

Training & Qualification Sheet

Trainee Name:		Trainer Name:	
Training Date:		Qualifier Name:	

Question # 1: Mention 2 things we do in order to prevent mix-up during brand changeovers.

Answer # 1:

Question # 2: List 2 things shift QA/Evac Technician should do at the end of line during changeover

Answer # 2:

Question # 3: Define (1) Brand changeover and (2) Size changeover

Answer # 3:

Question # 4: Why is it required to attempt to energize equipment after lock out?

Answer # 4:

Question # 5: What is the purpose of this SOP

Answer # 5:

Question # 6: Arrange the following steps of the procedure in the proper sequence

Answer # 6:

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
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Date:	Date: 11-2-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022

Move in the pack material of the new SKU to be run
Stop production on the line
Release finished products of the existing SKU
Move out the pack material of the old SKU

Question # 7: When doing size changeovers, mention two (2) critical static centerlines to be adjusted to the new SKU settings

Answer # 7:

Question # 8 Team leader and shift QA/Evac Tech. signoff the line clearance check list certifies that all line clearance activities have been completely done with quality.

Answer # 8: **[True] [False]**

Question # 9: What must be filled and signed off before the start of production after Brand and size Changeover?

Answer # 9:

Question # 10: What must be done by the team leader, ICSL shift leader and SHIFTQA/Evac. Technician for leftover polywoven to avoid mix up?

Answer # 10

The person is considering passed if he recorded 100 % from the above test.

Training Results: _____ (tick as appropriate below) Succeeded: ☐

Qualifier Name: _____

Fill if re-qualification is needed:

Date of re-qualification:_____

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
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Date:	Date: 11-2-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022

UGEE CHEMICALS

Line Clearance/Changeover Checklist (UVA/ML)

Date: / / Time..... Team:..... Shift: ..... Machine: .....

Previous Product/ SKU: ..... New Product/SKU: ..... Line: .....

Tick as applicable
Size Changeover ☐ Brand Changeover ☐

N	STEPS PRE CHANGEOVER ACTIONS	Yes	No	Responsibility
1	Team meets to plan changeover activity following the Process order on SAP,fill step by step activities of the RCO critique checklist.			Team Leader
2	BFMS changeover has been implemented			
3	Communication on process Order, EO run, existing deviation to the Line Manager/QA leader, and actions to be closed are clear. The Quality trigger captures changeover open actions.			
4	Changeover tools and RCO rack available on the machine. Changeover components have been cleaned prior to stopping of the machine. Confirm the BFM breaker at the control room for no fault error on the panel			
5	All buggies containing previously run products have been removed from the machine dumping spot and the GCAS number for the new powder confirmed - To avoid mispack.			
6	Powder GCAS label of old powder has been removed from buggywork table and returned to cabinet			Team Leader
7	Powder GCAS label of new powder has been placed on the buggy work table and confirmed as the right GCAS number			
8	Buggy cards of new powder has been placed on the buggy work table and QW set up is ready for run.			
9	Buggy cards of old powder has been removed from buggywork table and returned to cabinet			
10	Buffer bin, dumping spots, density station has been cleaned out of old powder formulation			
11	Powder in the buggy is the same as brand to be run. Write out the new Powder GCAS number GCAS #:.....			
12	Sifter lumps have been removed from the sifter mesh and collector Bins.			ICSL Buggy Team Leader
13	CVC/PVC content are emptied into poly bags,labelled and taken to MSG as reblend to avoid contamination.			
14	Scrap bin emptied and all rework powder removed from the line. Site clear all products beneath the coveyors,spillage hopper and all hollow parts of the machines.			
15	Previous Production has been stopped and products hidden under the conveyors are removed.			SHIFT QA/Evac. Technician
16	All Finished products of previous run has quarantine labels with the right quantity on the pallet written on the stacker report, confirmed on SAP and moved to staging area.			
17	All rolls of films with previous production code have been cut off from the reel of previuos run.			
18	All pack materials for current production have been moved to the EOL from staging area. No material for current production is staged at the staging area			
19	All Films & outercases of the previous brand/SKU have been removed from the line and taken to the staging area with 4 eye check done by the team leader, ICSL team leader and the shift QA/Evac. Technician.The material leftover label filled by the shift QA/Evac. Tech.			Team Leader/I CSL Team Leader/S HIFTQA/ Evac. Tech.
20	Incoming packing materials are according to PDR: NAFDAC..... IPMS [Film: ..... Polywoven .....]			SHIFT QA/Evac. Technician
21	Weight limits of old brand/SKU has been replaced with limits of new brand/SKU			
22	IPS standard of old brand & SKU has been removed from the line and replace with the new IPS standard.			
23	SPS of old brand/SKU has been replaced with SPS of new brand/SKU			
24	Forming set insert has been covered with teflon to prevent bag when pulling cut during Run			

PLEASE NOTE

REFERENCE LINE CLEARANCE AND CHANGEOVER SOP FOR ANY CLARIFICATION

CONDUCT LINE CLEARANCE PER MACHINE

Reviewed by .....
Team Leader

Approved by .....
Shift QA/ Evac. Technician

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
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Date:	Date: 11-2-2022	Date: 14th FEB, 2022	Date: 15th Feb, 2022

UGEE CHEMICALS

Line Clearance/Changeover Checklist (UVA)

Date: / / Time..... Team:..... Shift: .....

Previous Product/ SKU: ..... New Product/SKU: ..... Line: .....

Tick as applicable
Size Changeover ☐ Brand Changeover ☐

	STEPS	Yes	No	Responsibility	MACHINE UVA A	B	C	D	E	F	G	H
1	The hopper & Mateer Head of all machines on the line are completely empty of dust/powder of previous run			Machine Operator								
2	All products produced during powder run out are put on hold and sorted 100% for weight to ensure weight criteria or release is met before it is packed and stacked.											
3	The machine and conveyor belts have been cleaned according to the RLS standard											
4	The outfeed conveyor end shafts have been removed for small SKUs- 22g, 25g,55g, 60g, 90g,160g, 170g,190g											
5	The outfeed conveyor end shafts have been installed for big SKUs - 400g, 900g, 1kg, 2kg											
6	Critical quality parameters have been changed to new centerlines matching new SKU.											
7	Critical static centrelines (Photocell, Printer & Infeed rollers) have been adjusted to match the new SKU											
8	The number of pins on the roller is changed as defined for the SKU.											
9	Bag pressers have been inspected and adjusted (must align properly with the rear and front cross jaws)											
10	The bag presser is installed on the machines for 22g, 55G, 75g ,150g and 170g and the extraction of air is achieved. The defined offset for the bag presser is 8mm + or - 2mm (Use a vernier caliper)											
11	The spreader finger of the forming set must align withing the center of the jaw											
13	Check to confirm that pin is sharp and induces pinhole on the polyfilm. If not, replace pin											
14	. Manual adjust the weight of the planned SKU to be run from the HMI and confirm the weight is on Target											
15	2D camera has been taught on the machine of the new brand/SKU of film to be run and No 2D No read Error on HMI. 2D camera position properly placed on the centreline.											
16	2D No match display on HMI after changeover to new SKU and machine did not run until 2D teaching is done.											
17	Head of fischbein has been adjusted to match visual control of SKU to be run											
18	The right grammage code type has been selected in Markem S18i to match the new SKU where applicable											
19	The code structure on the tested polyfilm - Primary packaging is checked for legibility and correctness. PRIMARY CODE STRUCTURE is: **Y BN a bbb cccc d ee MFD ff gg EXP hh ii**. Where :Y=SKU grammage, BN=batch number, a=year, bbb=julian date, cccc=plant code, d=machine, ee=production hour, MFD=manufacturing date, ff=month of production, gg=year of production, EXP=expiry date, hh=month of expiry, ii=year of expiry											
20	Code date from Imaje/Domino coders at EOL has been changed in line with the production day and date, and checked to be correct with the right coding structure which is: BN a bbb cccc d MFD ee ff EXP gg hh Where: BN=batch number, a=year, bbb=julian date, cccc=plant code, d=Line of production, MFD=manufacturing date, ee=month of production, ff=year of production, EXP=expiry date, gg=month of expiry, ff=year of expiry											
21	First 6 samples have been evaluated according to the coding structure SOP and rated Target for all attributes for the TAMU test method.											
22	Clean all powder from sorunding area, and ensure the forming set is proper clean from powder before returning to storage area in the wash room											
23	Test first 6 samples on empty bag to confirm the bag presser and pinhole change is attained on the bag											
24	Forming set insert has been covered with teflon to prevent bag when pulling cut during Run											

Reviewed by .....
Team Leader

Approved by .....
Shift QA/ Evac. Technician

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Bankole Peter	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date:	Date: 11-2-2022	Date: 11th Feb, 2022	Date: 15th feb, 2022

UGEE CHEMICALS

Line Clearance/Changeover Checklist (ML)

Date: / / Time..... Team:..... Shift: .....

Previous Product/ SKU: ..... New Product/SKU: ..... Line: .....

Tick as applicable
Size Changeover ☐ Brand Changeover ☐

	STEPS	Yes	No	Responsibility	MACHINE ML I	J	K	L	M	N	O	P	Q	R	S	T	W
1	The hopper & Mateer Head of all machines on the line are completely empty of dust/powder of previous run			Machine Operator													
2	All products produced during powder run out are put on hold and sorted 100% for weight to ensure weight criteria or release is met before it is packed and stacked.																
3	The machine and conveyor belts have been cleaned according to the RLS standard																
4	Critical quality parameters have been changed to new centerlines matching new SKU.																
5	Critical static centrelines (Photocell, Printer & Infeed rollers) have been adjusted to match the new SKU																
6	The number of pins on the roller is changed as defined for the SKU.																
7	The bag presser is installed on the machines for 22g, 55G, 75g ,150g and 170g and the extraction of air is achieved. The defined offset for the bag presser is 8mm + or - 2mm (Use a vernier caliper)																
8	The spreader finger of the forming set must align withing the center of the jaw																
9	Check to confirm that pin is sharp and induces pinhole on the polyfilm. If not, replace pin																
10	. Manual adjust the weight of the planned SKU to be run from the HMI and confirm the weight is on Target																
11	2D camera has been taught on the machine of the new brand/SKU of film to be run and No 2D No read Error on HMI. 2D camera position properly placed on the centreline.																
12	2D No match display on HMI after changeover to new SKU and machine did not run until 2D teaching is done.																
13	Head of fischbein has been adjusted to match visual control of SKU to be run																
14	The right grammage code type has been selected in Markem S18i to match the new SKU where applicable																
15	The code structure on the tested polyfilm - Primary packaging is checked for legibility and correctness. PRIMARY CODE STRUCTURE is: **Y BN a bbb cccc d ee MFD ff gg EXP hh ii** Where :Y=SKU grammage, BN=batch number, a=year, bbb=julian date, cccc=plant code, d=machine, ee=production hour, MFD=manufacturing date, ff=month of production, gg=year of production, EXP=expiry date, hh=month of expiry, ii=year of expiry																
16	Code date from Imaje/Domino coders at EOL has been changed in line with the production day and date, and checked to be correct with the right coding structure which is: **BN a bbb cccc d MFD ee ff EXP gg hh** Where: BN=batch number, a=year, bbb=julian date, cccc=plant code, d=Line of production, MFD=manufacturing date, ee=month of production, ff=year of production, EXP=expiry date, gg=month of expiry, ff=year of expiry																
17	First 6 samples have been evaluated according to the coding structure SOP and rated Target for all attributes for the TAMU test method.																
18	Clean all powder from sorunding area, and ensure the forming set is proper clean from powder before returning to storage area in the wash room																
19	Bag pressers have been inspected and adjusted (must align properly with the rear and front cross jaws)																
20	Test first 6 samples on empty bag to confirm the bag presser and pinhole change is attained on the bag																

Reviewed by .....
Team Leader

Approved by .....
Shift QA/ Evac. Technician

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
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Date:	Date: 15-2-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022

UGEE CHEMICALS

EMPLOYEE STEP UP CARD FOR LINE CLEARANCE & CHANGE OVER

Trainee: _____ **Skill Owner**_____

Role: _____ **Qualifier:** _____

S/N	Skill Block/Skill		Knowledge/Task/Skill	Target	Self Evaluation		First Evaluation		Final Evaluation	
				Profic.	Date	Evaluation	Date	Evaluation	Date	Evaluation
1	FHC PSG QA - LINE CLEARANCE AND CHANGE OVER SOP	1	Has pass the writing qualification of the line clearance and change over sop	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		2	Can explain the purpose of the line clearance and change over sop,his responsibility and execute appropriately	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		3	Can demostrate the changing of pin holes according to the plan SKU	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		4	Can define and explain 3M quality related loses- Mispack, Miscode, Mislabel	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		5	Can explain the line clearance procedure and record appropriately the line clearance and change checklist	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5

Signature of Trainee _____ **Signature of Qualifier** _____

Date of Qualification _____ **Date of Qualification** _____

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Bankole Peter	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date:	Date: 11-2-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022