	UGEE CHEMICALS PSG Department	SOP Standard Operating Procedure

TAMU

SOP No: UCL/IBDPSG/CD/Q/10.0	Issuance Date:	As at Last Signature	
	Revision Date:	Maximum 2 Years from the effective date	
	Effective Date:	20 working days from the issuance date	Page 1 of 16

PURPOSE

- To define a standard procedure for on line packed product attributes quality checks using the standard grading scale T=Target, A=Acceptable, M=Marginal Acceptable and U=unacceptable (TAMU).
- To define a sampling frequency to be used for checking product quality and how to respond to out of limit conditions or process variations on the packaging line.

SCOPE

This SOP applies to all brands and sizes of all finished product in PSG Department of Fabric & Home Care:

-Bag TAMU

-Polywoven TAMU

-Pallet TAMU

RESPONSIBILITY

- **Machine Operator:** Produces to target quality, Conduct bag TAMU checks and weight checks (weight checks during line interruptions) on the line that he runs during start ups, normal run, when starting from line interruptions (Power failure, powder starvation, compressed air failure, machine stops due to failure), towards shutdown/powder run out, update Proficy or TAMU hard copy back up sheet and handles all deviations from target.
- **Line Quality Inspector:** Carries out the online weight checks during startups, normal run, when starting from line interruptions (Power failure, powder starvation, compressed air failure, machine stops due to failure), towards shutdown/powder run out and records weight results. Gives immediate feedback on his weight check compliance findings to the machine operator for adjustment.
- **Finished Product Quality and Evacuation (FPQ/Evac.) personnel:** Conduct Polywoven and Pallet TAMU checks, update Proficy or TAMU hard copy back up and computes PQM results/findings on a shiftly basis. Confirm and ensures proper trace back is done for every defects or U found and recorded on TAMU sheet and participates in the root cause analysis.
- **Team Leader:** Ensures the checks are done and signs off each sheet. He backs up to do bag and Polywoven TAMU for his team operator member when on break or absent from the shift. He Leads root cause analysis for every defect found during TAMU checks in his shift.

POTENTIAL RISKS

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Atobajaiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 10/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022

- Not Applicable

PPE REQUIREDPP

- Not Applicable

PROCEDURE

1. MATERIAL REQUIRED TO PERFORM TAMU

The following materials are required to perform the TAMU checks to standard

1.1. The TAMU checklist on Q Proficy or TAMU hard copy back up sheet which is production translation of required TAMU checks for Bags, Polywoven and pallets from Master packing standard (MPS) used for documenting the results of checked samples

1.2. Individual copy of TAMU test methods and evaluation criteria.

1.3. Measuring ruler (where applicable)

2. HOW TO PERFORM BAG TAMU CHECKS

2.1. At line start-up, the machine operator evaluates the first 6 samples from the machine he is running following the TAMU standard and bag weight guides to ensure no underweights are packed.

2.2. If any Marginal-M or Unacceptable -U product defect is found, the machine operator stops the machine, determines the reason for the problem and solves it. Product with Marginal –M or Unacceptable bag attributes and or bag weight under fill or overfill must not be allowed to be packed into case at end of line. Fill the SHOTO booklet for this quality problem with action taken to correct the defect.

2.3. Repeats the same process until an acceptable sample (T or A) for every machine is achieved. The machine is now cleared for production. This procedure must be done each time a machine is started up.

2.4. During normal production running mode, Machine operator picks 4 bags or 4 strings samples per machine on running lines from outfeed conveyor and conduct complete bag TAMU checks including bag code checks every 1 hour (60 min). i.e. if 12 machines are running string bags on a line for example, you will pick 4 strings per each 12machine making it total of 48 string samples. If 2 machines are running an SKU for example on a line, you will pick 4 bags or strings per each 2 running machine making total of 8 bags or strings etc.

2.5. TAMU should be done on the line on the Perspex table in front of the machine. For drop test, it should be done on the Perspex table from the 1m height marking. Products used to conduct drop test during TAMU should be scrapped because the sealing integrity is affected once drop test is performed on it.

2.6. At every time of conducting bag TAMU, the machine operator must check that the right number of pin-holes for the SKU running.

2.7. At every 1 hour (60min) when TAMU is meant to be conducted if a line or machine is not running, strike out that column i.e. every hour must have record of TAMU done or Not Applicable (NA) on Proficy or back up sheet used.

2.8. Evaluates the product bag/string attributes according to Bag TAMU under each of the 4 categories of T.A.M.U as applicable per attribute

2.9. Evaluate the bag against the TAMU standard Target (T), record result on Q- Proficy for TAMU or TAMU back up hard copy sheet and repeat sampling every 1 hour (60min.) Carry out constant random attributes checks before the next due TAMU checks

2.10. If the bag sample is different from or not at Target, evaluate the sample by comparing to the next lower level Acceptable (A) and record in TAMU sheet and continue production at 1-hour (60min) sampling interval.

2.11. If the sample is below A, evaluate against Marginal (M), record in TAMU sheet and the operator respond by stopping the machine, determines the cause of the deviation and fixes it back to T or A before production can continue

2.12. If worse than M then assign Unacceptable (U) rating, record in TAMU sheet. The operator stops the machine immediately and holds all production till the last TAMU check showing that production was at T, A or M as applicable.

2.13. The running shift team must carry out 100% sorting on the affected product, separate defective product and repack good product (BAGs) to good polywoven, re-do TAMU for the polywoven after repacking.

2.14. The operator fills a Quality Alert report and follow scrapping process to scrap defective products

2.15. Whenever there is line interruption line Power failure, powder starvation, compressed air failure, Machine stop or breakdown, the operator must conduct TAMU when starting up from any line interruption and document it in the process control checklist or logbook.

2.16. When operator is doing powder run out from machines or shutdowns, the machine operator continues to conduct TAMU check and bag weight check and ensure only product at Target or Acceptable and with bag within weight tolerance can be packed into case at end of line. Product not meeting TAMU and weight tolerance must be scrapped.

3. HOW TO PERFORM POLYWOVEN CHECKS

3.1 Finished product Evacuation and QC picks a sealed case (polywoven) per lane at the end of line every 1 hour. Do not pick a polywoven case that is not yet sealed.

3.2 Evaluates the case (polywoven) attributes according to polywoven TAMU under each of the 4 categories of T. A. M. U. as applicable per attribute.

3.3 At every hour when TAMU is meant to be conducted if a line or machine is not running, strike out that hour i.e. every hour must have record of TAMU done or machine not running (NA) on Proficy or TAMU back up hard copy sheet.

3.4 Evaluate the Polywoven against the TAMU standard Target (T), record result in the Polywoven TAMU sheet and repeat sampling every 1 hour. Carry out constant random attributes checks before the next due TAMU checks

3.5 If the Polywoven sample is different from or not at Target, evaluate the sample by comparing to the next lower level Acceptable (A) and record in TAMU sheet and continue production at 1-hour sampling interval.

3.6 If the sample is below A, evaluate against Marginal (M), record in TAMU sheet and the operator respond by stopping the machine, determines the cause of the deviation and fixes it back to T or A before production can continue

3.7 If worse than M then assign Unacceptable (U) rating, record in TAMU sheet. The operator stops the machine immediately and holds all production till the last TAMU check showing that production was T, A or M.

3.8 After the Polywoven TAMU is completed, open the polywoven bag carefully by loosening the thread to conduct case count TAMU, give rating and follow same approach as above.

3.9 The running shift team must carry out 100% sorting on the affected product, separate defective Polywoven and repack good product (BAGs) from the defective Polywoven to good polywoven, re-do TAMU for the polywoven after repacking.

3.10 The operator fills a Quality Alert report

POLYWOVEN TAMU CHECKS EXAMPLES	PRIMARY BAG TAMU CHECKS EXAMPLES
APP - DETERGENT / DUST ON SACK	BAGS-APPEAR-DIRT/PRODUCT/ GLUE
APP - DIRT ON PACKAGE MATERIAL	SACHETS-APPEAR-PRINT QUALITY
APP - PRINT PRESENCE, POSITION & SKEWNESS	BAGS-APPEAR-ARTWORK REG MD&CD
APP - ARTWORK REGISTRATION	BAGS-APPEAR-BACK FIN OVERLAP
APP-PRINT QUALITY POLYWOVEN	BAGS-APPEAR-WRINKLES TP&BTM SEAL
APP - SACK CLOSING	BAGS-LEAKAGE-SIFTING/DROP TEST
APP - THREAD OVER LENGTH	CONSUMER UNIT-PACK COMP-CODE STRUCTURE
LEAK - DAMAGE-POLYWOVEN	CONSUMER UNIT-PACK COMP-CODE LEGIBILITY
P COMP - CODE READABILITY POLYWOVEN	BAGS-PACK COMP-PINHOLES PRESENCE
P COMP - CODE STRUCTURE	PERFORATION LINE
PACKAGE FILL - WOVEN BAG COUNT	

PSG PIN PER SKU STANDARD		
SKU	Number of Pins	Maximum Number of Pin holes
25G	0	0
60G	0	0
90G	0	0
160G/190G	1	3
400G	2	5
900G/1KG	2	7
2KG	1	9

4 HOW TO PERFORM PALLET TAMU CHECK

4.1 FPE/QC personnel evaluate the finished product pallet at the end of line. Evaluate each product pallet per lane just after the product is completely stretch wrapped.

4.2 Check pallet TAMU at 1 pallet at startup and 1 pallet every two hours sampling frequency and according to the test methods

4.3 At every time when TAMU is meant to be conducted if a line or machine is not running, strike out that hour i.e. every 2 hours must have record of TAMU done or machine not running (NA) on Proficy or TAMU hard copy back up sheet.

4.4 Fill the Q-Proficy for pallet TAMU checklist according to the T, A, M, U category as applicable per attribute

4.5 Hold pallet with any "U" defect and ensure the defect on the pallet is fixed before pallet is released for shipping

4.6 The FPE/QC and the team must investigate the root cause and fill a quality alert

4.7 Finished product Evacuation and QC update Q-Proficy. If TAMU hard copy back up sheet is used he signs off completed TAMU sheet at the end of his shift and give to Team leader to also sign. Submit the TAMU sheets in the BPR collation envelope.

4.8 LAB analyst reviews TAMU compliance on Q-Proficy or TAMU back up sheet and uses for product release decision.

4.9 The FPQ DMS owner in the shift will update the TAMU QW with the number of samples per SKU and number of defects per SKU and calculate the total PPM per shift. This is reported in the department DDS result sheet. **PPM= # defect divided by Total # of samples X 1000000**

4.10 Together with the team, the shift FPQ DMS owner must ensure a detailed 6W2H, Immediate cause (IC), immediate action (IA), BC, BA are identified for the PPM generated on the SHOTO book

5 CALCULATING DAILY PPM RESULT FROM TAMU CHECK SHEETS

5.1. The FPE/QC personnel on night shift collates all filled TAMU sheets from 12:00AM to 11:59PM

5.2. He fills the TAMU quality window (QW) and check the daily PPM. **PPM= # defect divided by Total # of samples X 1000000**

5.3. The QA leader will check and report the daily PPM in the next day DDS

5.4. The process engineer will lead root cause analysis if PPM is higher than target

6 STRATEGY TO MAINTAIN LOW PRODUCT DEFECT LEVEL

6.1 The shift team on resumption must get debriefing during team meeting on quality status of the line/machines, review the quality result/PPM of current and last shift run to ensure proper understanding and issues are fixed properly and on-time

6.2 The QA Leader share weekly and monthly PPM result and creates total quality awareness across shift operators and contractors during Team meetings.

6.3 Process engineer ensure robust process control system and troubleshooting guide are in place and properly deployed and complied to

6.4 QA leader leads monthly Warehouse Pickups and ensure root cause analysis and CAPA done for continuous improvement

6.5 The QA leader with the line TSG team during DDS meeting ensure proper root causing and action plan to fix machine base condition problems that affect producing quality product

6.6 Reward and recognition of quality defect elimination and quality improvement any PSG employee

REASON FOR CHANGE

End of Procedure

SOP Related Attachments
Attachment 1- Qualification Sheet
Attachment 2- Model answers
Attachment 3- Step up card Sheet
Attachment 4- TAMU checklist (Bag TAMU)

Attachment 5- TAMU checklist (Polywoven) Attachment 6- TAMU checklist (Pallet) Attachment 7- TAMU checklist (Reusable pallet wrap) Attachment 8- Line interruption checklist

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TAMU

Training & Qualification Sheet

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

Question # 1: What does TAMU means?

a) T=Target, A=Average, M=Marginal Acceptable and U=unacceptable
b) T=Target, A=Acceptable, M=Marginal Acceptable and U=unacceptable.
c) T=Target, A=Acceptable, M=Marginal and U= uncommon

Answer # 1:

Question # 2: **TAMU Sampling frequency for all Bag attributes is every 1hr**

Answer # 2: **[True] [False]**

Question # 3: What is the sampling frequency for checking primary bag code TAMU

Answer # 3: **a) 60min b) 120min C) 180min**

Question # 4: During bag TAMU checks, the machine operator must check number of pin holes on the running SKU to conform to the allowable number of pin holes for the SKU?

Answer # 4: **[True] [False]**

Question # 5: What actions must be taken by the machine operator during start up?

Answer # 5: **(A) Nothing (B) Evaluate first six bags or strings from the machine for TAMU attributes and weight compliance (C) Inform shift QC of line start-up**

Question #6: When a defective product is found during TAMU check, machine is stopped and 100% sorting is done until the point where last check shows Target product quality

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Atobajaiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
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Answer # 6: **[True] [False]**

Question # 7: The machine operator must continue TAMU and weight check during powder run out or shutdowns to ensure quality product are packed

Answer # 7: **[True] [False]**

Question # 8: Sampling size for Bag TAMU is 4 bags or 4 strings per 1hr per machine and 1 sealed Polywoven case every 1 hour?

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

Question # 9: Product can only be released when TAMU checks are conducted when due and Proficy updated immediately or by use of hard copy TAMU sheet as back up.

Answer # 9: **[True] [False]**

Question # 10: TAMU checks must be done when starting up from line interruptions such as power failure, powder starvation, compressed air failure, machine breakdown etc

Answer # 10: **[True] [False]**

The person is considered passed if he scores 100 % in the above test.

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

Qualifier 's Sign/Date: _____

Fill if re-qualification is needed:

Date of re-qualification: _____

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Date: 10/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 15th feb, 2022

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EMPLOYEE STEP UP CARD FOR FHC PSG QA- TAMU

Trainee: _____ **Skill Owner** _____

Role: _____ **Qualifier:** _____

S/N	Knowledge Area	Tasks/ Knowledge check	Target Profic.	Self Evaluation		First Evaluation		Final Evaluation	
				Date	Evaluation	Date	Evaluation	Date	Evaluation
1	Polybag test method	Can mention the grading units of TAMU	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can mention the test methods and where to find test method reference documents	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can identify the materials/tools required to perform TAMU checks	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Knows the sampling frequency and sampling size for Polybag TAMU check	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Knows that TAMU must be conducted during start up, during normal run, when starting from line interruption and towards shutdown/powder run out	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform cross seal test method and evaluate the grading and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform vertical seal test method and evaluate the grading and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform drop test on bags and evaluate the grading and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU check for print quality and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU check for backfin Overlap, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU on bag for dirt, oil, product on pack and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU for Top and bottom seal wrinkles and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform Artwork Registration check and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can explain the coding structure, check code structure correctness on the bag and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU for code legibility and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU for right number of pin-hole presence on bag and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU to check perforation for String bag and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU for consumer units completeness check for String bag, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
2	Poly woven Test method	Knows the sampling frequency and sampling size for Polywoven TAMU	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform Polywoven TAMU for dirt, oil, product on pack and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform Artwork Registration check and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU check for print quality and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform Polywoven TAMU seal quality, measure seal gap of stitching, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU check for print quality and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Perform thread Overlenght TAMU check, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform Polywoven damage TAMU, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU for customer units completeness as per IPS, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform code structure correctness for Polywoven and give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU for code legibility on Polywoven, give rating and release criteria	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
3	Pallet TAMU checks	Knows the sampling frequency and sampling size for Pallet TAMU	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can check for pallet contamination, pallet damage and pallet completeness	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform finished product label presence, content and position conforms to TAMU test method for pallet	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform TAMU on finished product pallet to check Stacking as per SPS	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can check for Finished pallet quality, overhang and underhang on finished product pallet and give rating	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can perform finished pallet stretch wrap quality, roping, turns at bottom and top of the strectch wrapped pallet	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
Atobajaiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 10/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 11th Feb, 2022

		ATTACHMENT 4		UCL/IBDPSG/CD/Q/10.0

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te: | Size/ Brand: | Line: | Lane: | Shift : | Batch No: | Checked by : | Team Leader:

roduct Visual Attribute			Sample Size & Frequency : Check 4 strings or bags at start up and then every 60 Minutes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TCND's (Any U)
Attributes	TM #	Grading	Description of Grading	Not applicable--Refer to Weght guide and quality window																
Fill Level	NA	NA	NA-Refer to weight guide																	
Sifting (Seal test) (Horizontal Seal)	96393625	T	When the Horizontal seal, after a light elongation, is sufficiently strong to prevent the product leakage.																	
		M	When the Horizontal seal is broken or loosen item but the material around the seal stretches before the rupture.																	
		U	When the horizontal seal is broken or loosen before the material around has stretched.																	
Sifting (Seal Test) (Vertical Seal)	96393625	T	When the vertical seal, after a light elongation, is sufficiently strong to prevent the product leakage.																	
		M	When the vertical seal is broken or loosen when performing the test but the material around the seal stretches before the rupture or seal fail.																	
		U	When the vertical seal is broken or loosen before the material around has stretched.																	
Drop Test (Big Bag Only, 400G to 2KG)	96393625	T	Pack is intact with no product leakage.																	
		M	Small amount of particles escape : < 0.14g/bag.																	
		U	Granules continue to come out after the first clap.																	
Dirt	96393447	T	Bag is free of fat,glue, oil or any other dirt.																	
		A	Dirt is about 3cm length & 1cm width																	
		M	Dirt is about 7cm length & 2cm width																	
		U	Any dirt greater than Marginally acceptable value																	
Print quality	96480959	T	Print is complete & of good quality on pack																	
		U	One or more character /EAN code is not readable. One or more ink spot or smear																	
Backfin Overlap	96393483	T	Barcode and text on back panel is legible i.e. not covered by the back fin overlap.																	
		A	Barcode is fully legible (i.e barcode is not covered by the overlap film) but text on back panel is legible when overlap film is folded up.																	
		U	Barcode is not fully legible (i.e. portion of barcode is covered by the back fin overlap) or text on back panel is not legible.																	
Wrinkle Top & Bottom seal	96393486	T	No wrinkles in top and bottom seal.																	
		A	Wrinkle in top and/or bottom seal, however brand logo is not wrinkled.																	
		M	Wrinkle in top and/or bottom seal including the brand logo, however the brand logo is still legible.																	
		U	Wrinkle in top and/or bottom seal including the brand logo, however the brand logo is not legible anymore.																	
Artwork Registration CD	96393481	T	No front panel text is on the back panel and/or no back panel text is on the front panel of the bag.																	
		U	Front panel text is on the back panel and/or no back panel text is on the front panel of the bag.																	

[Picture]

TAMU Checklist (Bag)-Including PIC checks

	ATTACHMENT 4		UCL/IBDPSG/CD/Q/10.0

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Date: | Size/ Brand: | Line: | Lane: | Shift : | Batch No: | Checked by : | Team Leader:

Product Visual Attribute			Sample Size & Frequency : Check 4 strings or bags at start up and then every 60 Minutes																	
Attributes	TM #	Grading	Description of Grading	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TCND's (Any U)
Photocell / Artwork Registration MD	96393481	T	Distance between eyemark to bottom of bag using rule:20mm ≤ D ≤ 30mm. seal is in the unprinted area																	
		A	[30mm < D ≤ 35mm] or [15mm ≤ D < 20mm].																	
		M	[35mm < D ≤ 40mm] or [10mm ≤ D < 15mm].																	
		U	[D > 40] or [D < 10]. seal is not in the unprinted area.																	
Pinholes	96255236	T	25G, 60G & 90G is equal to Zero Pinholes. 160G/190G is equal to 3 pinholes maximum 400G is equal to 5 pinholes Maximum, 900G/1KG is equal to 7 pinholes maximum 2KG is equal to 9 pinholes maximu. Pinholes present and correctly positioned.																	
		U	Pinholes more or less than target per the SKU																	
Bag count (string bags)	96369713	T	Bag or String count is compliant according to IPS/FPP/SPS: 25G to 90G = 6sachets per string, 160G & 190G = 4 Bags per string, 60G, 90G and 190G PROMO =2 sachets per string																	
		U	Less than or greater than defined bag count per IPS/FPP/SPS																	
Perforation (Chain Bags)	96393891	T	Perforation line can easily be separated, and after manual separation there is no bag sifting.																	
		U	After manual separation, at least one of the bags is sifting or it is not possible to separate the bags.																	
Bag Code (Legibility)	96395953	T	Bag coding is in compliance and in the correct position and legible.																	
		A	Bag coding is in compliance and not in the correct position, but legible.																	
		U	One or more characters are not legible .																	
Bag Code (Structure)	96395950	T	Complete and meet QA policy 22/IPS format (Refer to IPS), printed code correspond to the production day (Write out the code on the bag and compare with Julian date/corresponding expiry date)																	
		U	Not Complete, code structure wrong, production and expiry date not corresponding to the date																	

Checked By Signature:

Team Leader Signature:

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
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TAMU Checklist (Polywoven)-Including PIC checks

ATTACHMENT 5

UCL/BDPSO/CD/QI/10.0

Date:	Size/ Brand:	Line:	Lane:	Shift :	Batch No:	Checked by :	Team Leader:

PQM (Reportable)

Product Visual Attribute — **Sample Size & Frequency : 1 Polywoven check at start up and 1 polywoven case every 60 min**

Attributes	TM #	Grading	Description of Grading	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TCNI'ns (Any U)
Detergent / Dust	96536546	T	No detergent and / or dust particles visible on the woven sack																	
		U	Detergent and / or dust particles are clearly visible on the woven sack.																	
Dirt	96536571	T	Sack is free of fat, oil or any other dirt.																	
		A	Dirt is about 3cm length & 1cm width																	
		M	Dirt is about 7cm length & 2cm width																	
		U	Any dirt greater than Marginally acceptable value																	
Print presence, position and Skewness	96536570	T	The front and side prints are present .																	
		A	One or more prints skewed from 0° to 5° from the vertical																	
		M	One or more prints skewed from 6° to 10° from the vertical.																	
		U	One or more prints are missing,One or more prints skewed more than 10° from the verticality.																	
Artwork registration	96536569	T	Artwork off-registration </= 3 mm																	
		A	4 mm < Artwork off-registration </= 4 mm																	
		M	4 mm < Artwork off-registration </= 5 mm																	
		U	Artwork off-registration > 5 mm. The front panel text is on the back panel and /or the back panel text is on the front panel of the sack.																	
Polywoven Print quality	96536568	T	All print contents are legible, not defect																	
		A	Little printing defect (Spot, minor color fading), but the printing is still legible and furnishing all required information																	
		U	Printing defect with big and very noticeable spots, Ink splash/scum, print faded and not legible, required information not complete																	
Seal quality	96536567	T	No wrinkles in top and bottom seal AND No seal defects occurred AND Seal gap < 3mm																	
		A	Wrinkles are present in top and / or bottom seal but the Sack is properly closed OR 3 <= Seal gap < 4mm																	
		M	4 <= Seal gap < 5mm																	
		U	One or more seal defects are present OR The seal gap is larger than 5 mm.																	
Sack closing	96536566	T	The sack is properly closed & the inside primary the primary package Package is safe & no stitching on																	
		U	The sack is un-properly closed or the inside primary Package is unsafe or stitching on the primary package																	
Thread Over length	96536565	T	The thread over length is less than 20 cm.																	
		U	The thread over length is more than 20 cm.																	
Sack Damage	96536564	T	No holes, cuts, tears or any other kind of damage.																	
		U	Any damage occurring on the package that affects the integrity or the practicality of the product.																	
Sack Code - Readability	96351161	T	The sack coding is in compliance, legible and complete, furnished with all the required information.																	
		A	The code date is in compliance and legible, but a slight ink smear occurred																	
		M	The code date is correct and readable form 0.5 m distance, although an obvious ink smearing occurred.																	
		U	The sack coding is not in compliance and / or not legible OR The code date label is covering the bar code on the back.																	
Sack Code - Structure	96351167	T	Complete and meet QA policy 22/IPS format (Refer to IPS), printed code correspond to the production day (Write out the code on the bag and compare with Julian date/corresponding expiry date)																	
		U	Not Complete, code structure wrong, production and expiry date not corresponding to the date																	
Pack Fill-Woven Bag Count	96369713	T	The specified number of consumer units(bags or strings) is packed in the customer unit (polywoven)																	
		U	The number of consumer units is not according to IPS/FPP (i.e. less than or more than specified																	
***Pack Fill-Woven Bag Count	96369713	T	The right number of Extra PROMO product is present: 25G = Extra 2 strings of 6 bags per string 60G = Extra 1 string of 2 bags per string of 190G 90G, 190G, 400G, 900G = Extra 1 string of 2 bags per string of 190G																	
		U	Extra PROMO Item not present or not at right number																	

*** is only applicable to 25G, 60G, 90G, 400G, 900G PROMO cases. Write not applicable (N/A) for other SKU apart from PROMO sizes

Checked By Signature: Team Leader Signature:

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Atobatiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunlinde Adebayo
Date: 10/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 15th feb, 2022

UGEE CHEMICALS

TAMU Checklist (Pallet)

ATTACHEMNET 6

Date:	Size/ Brand:	Line:	Lane:	Shift :	Batch No:	Checked by :	Team Leader:

Product Visual Attribute			Sample Size and frequency : 1 Pallet at start up then 1 pallet every 2hours																	
Attributes	TM #	Grading	Description of Grading	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TCNDFs (Any U)
Pallet Label	96378068	T	Label present, well positioned, with correct data, print readable, not wrinkle																	
		U	No label, position incorrect, false data, label not readable, label wrinkle																	
Pallet quality	96371305	T	Pallet meet UK dimension (1200X1000X150mm at +/-10mm Tolerance. No damage in top and bottom deck, no edge, corner chips No broken or missing planks or elements, no free hanging planks, No splintered planks or boards, no broken or detached connecting blocks and boards Nail heads are counter sunk in wood. No protruding nail heads>3mm																	
		U	Pallet dimension not within limit. Damages on top, bottom decks and chips on edges, corners. Broken or missing planks. Free hanging planks present. Boards are splitted or Connecting blocks are detached or broken Nail heads are protruding >3mm																	
Pallet Cleanliness	96215802	T	Pallet is clean and free from all contamination.Pallets supplied to the line must be dried (they need to be kept in dried places).																	
		U	Pallet contains glass, food rests, oil, grease etc. The pallet has a pungent smell, mould or transferable contamination (including moisture).																	
Pallet completeness	96371736	T	Pallet includes all specified items.																	
		U	Pallet does not include all specified items.																	
Case/ polywoven Orientation	96371736	T	Stacking pattern is as per SPS.																	
		U	Stacking pattern is not as per SPS.																	
Under/ Over hang	96371736	T	No measurable load over hang allowed vs the pallet.																	
		M	Pallet overhang (measured over the full height of the unit load): ≤10 mm per each 1200 mm side (≤25mm after shipment)																	
		U	Pallet overhang (measured over the full height of the unit load):> 10 mm per each 1200 mm side (> 25mm after shipment)																	
Steeping / Verticality	96371736	T	No Stepping.																	
		A	≤10 mm per each 1200 mm side ; ≤15 mm per each 800 or 1000 mm side																	
		U	> 10 mm per each 1200 mm side >15 mm per each 800 or 1000 mm side																	
Stretch-wrapping (Turns & Overlap)	96378052	T	≥75% of the top layer is covered by stretch film																	
		A	<75% and >50% of the top layer is covered by stretch film																	
		U	<50% of the top layer is covered by stretch film																	
Stretch-wrapping (Roping)	96378052	T	4 corners covered with stretch wrap.																	
		A	One corner isn't covered before or after shipment, Stretch film with hole/s on the corner/s but film still connected with wooden pallet																	
		U	One corner at production plant before shipment OR Two or more corners after shipment																	
Stretch-wrapping (Tail)	96378052	T	Tail is completely sticking to the pallet and not loose.																	
		A	End of the tail is starting to get loose.																	
		U	Tail is hanging loose over the pallet.																	
Stretch-wrapping (Overlap On Pallet)	96378052	T	>50mm overlap with Pallet																	
		A	> 30mm overlap with Pallet but < 50mm overlap with Pallet																	
		U	< 30mm overlap with Pallet																	
Stretch-Film Tension	96378052	T	No damage to the case stretchfilm not loose																	
		A	2 or more bended & folded corners ≤ 2 cm Stretch film a bit broken but not loose																	
		M	2 or 3 folded & bended corners in a range of 2 to 3 cm Stretch film starts to get loosee																	
		U	Damage to the case impacting consumer unit inside Stretch film loose; 4 Corners folded & bended ≥ 2 cm;																	

Checked By Signature:

Team Leader Signature:

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Atobajaiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunnide Adebayo
Date: 10/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 4th Feb, 2022

TAMU Checklist (Pallet using Re-usable pallet wrap)

UGEE CHEMICALS

ATTACHMENT 7

Date: | Size/ Brand: | Line: | Lane: | Shift: | Batch No: | Checked by: | Team Leader:

Product Visual Attribute			Sample Size and frequency : 1 Pallet at start up then 1 pallet every pallet produced																	
Attributes	TM #	Grading	Description of Grading	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TUNIPs (Any U)
Pallet Label	96378068	T	Label present, well positioned, with correct data, print readable, not wrinkle. Pallet wrap not preventing content of label from being readable																	
		U	No label, position incorrect, false data, label not readable, label wrinkle																	
Pallet quality	96371305	T	Pallet meet UK dimension (1200X1000X150mm at +/-10mm Tolerance. No damage in top and bottom deck, no edge, corner chips No broken or missing planks or elements, no free hanging planks. No splitered planks or boards, no broken or detached connecting blocks and boards Nail heads are counter sunk in wood. No protruding nail heads>3mm																	
		U	Pallet dimension not within limit. Damages on top, bottom decks and chips on edges, corners. Broken or missing planks. Free hanging planks present. Boards are splitted or Connecting blocks are detached or broken Nail heads are protruding >3mm																	
Pallet Cleanliness	96215802	T	Pallet is clean and free from all contamination.Pallets supplied to the line must be dried (they need to be kept in dried places).																	
		U	Pallet contains glass, food rests, oil, grease etc. The pallet has a pungent smell, mould or transferable contamination (including moisture).																	
Pallet completeness	96371736	T	Pallet includes all specified items.																	
		U	Pallet does not include all specified items.																	
Case/ polywoven Orientation	96371736	T	Stacking pattern is as per SPS.																	
		U	Stacking pattern is not as per SPS.																	
Under/ Over hang	96371736	T	No measurable load over hang allowed vs the pallet.																	
		M	Pallet overhang (measured over the full height of the unit load): ≤10 mm per each 1200 mm side (≤25mm after shipment)																	
		U	Pallet overhang (measured over the full height of the unit load):> 10 mm per each 1200 mm side (> 25mm after shipment)																	
Steeping / Verticality	96371736	T	No Stepping or tilting of stacked pallet and Pallet is vertical																	
		A	≤10 mm per each 1200 mm side ; ≤15 mm per each 800 or 1000 mm side. Pallet stepping or tilting minor																	
		U	> 10 mm per each 1200 mm side >15 mm per each 800 or 1000 mm side. Noticeable stepping or tilting of stacked pallet																	
Pallet-wrapper (Straps)	96378052	T	Straps is completely sticking to the pallet and not loose.																	
		A	End of the straps is starting to get loose																	
		U	Strap is hanging loose over the pallet.																	
Re-usable Pallet-wrapper (Overlap/Roppin g On Pallet)	96378052	T	Paller wrap is >50mm overlap with Pallet																	
		A	Paller wrap is> 30mm overlap with Pallet but < 50mm overlap with Pallet																	
		U	Paller wrap is < 30mm overlap with Pallet																	
Re-usable pallet wrap Tension	96378052	T	Pallet wrapper is well tensioned. No damage to the product case by Pallet wrap and is not loose																	
		U	Damage to the case impacting consumer unit inside. Pallet wrap is loose																	

Checked By Signature: Team Leader Signature:

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Atobajaiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 10/02/2022	Date: 11-02-2022	Date: 11th Feb, 2022	Date: 11th feb, 2022

Attachment 8

TAMU AND WEIGHT CHECKLIST AFTER LINE INTERRUPTION												
Date												
Time												
Machine												
Operator												
Weight checks completed-YES/NO												
TAMU checks completed-YES/NO												
Date												
Time												
Machine												
Operator												
Weight checks completed-YES/NO												
TAMU checks completed-YES/NO												

Operator signature and date: ..... Team leader signature and date.....

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Atobajaiye Segun	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 10/02/2022	Date: 11-02-2022	Date: 11th FEB, 2022	Date: 11th feb, 2022