

Admix Line Clearance Checklist

ATTACHMENT 4

UGEE CHEMICALS

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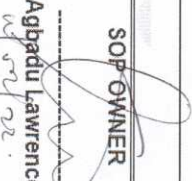

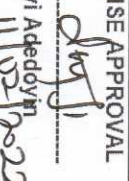
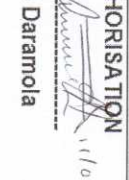
Date	Operator's name
Shift	
Team	
Brand	Previous Formulation
GCAS	New Formulation

SN	Actions	Yes	No	Responsible	Signature
1	Has emptied BP bins A and B of the previous formulation?				
2	Has selected the new formulation from the recipe, downloaded and saved the new recipe into the active recipe on the Admix SCADA				
3	Has confirmed that the recipe selection of Admix SCADA to reflect the new formulation and compared with the BPR values				
4	Has confirmed with the Sallab Operator to check that the new formulation BPR parameters matches the value on Admix receipt.				
5	Has purged the perfume line of the old perfume, loaded and connected the new perfume for the incoming formulation.				
6	Has checked that the perfume to be used for production is connected to the correct tank. (Name on the perfume tanks matches name on drum of perfume).				
7	Has cleared off all old perfume drums to the staging area				
8	Has confirmed the BFS operator's concurrence to the changeover and readiness of the BFS operators for the receipt of the new formulation				
9	Has confirmed BFS operator has cleared out the BFS hopper of all contaminants of the previous formulation				
10	Has confirmed that FP density for the first buggy at the BFS is within target and FP appearance is homogenous				
11	Has scheduled the new formulation Quality Window				

Reviewed by

Shift leader's name and signature

Comments

SOP OWNER  Agbadu Lawrence Date: 11/02/2022	QA APPROVAL  Alawode Oluide Date: 11/02/2022	HSE APPROVAL  Adebiyi Adedoyin Date: 11/02/2022	AUTHORISATION  Nadeeb Daramola Date: 11/02/2022
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ATTACHMENT 3

Tower Line Clearance Checklist



UGEE CHEMICALS

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Date	Operator's name	
Shift		
Team		
Brand	Previous Formulation	New Formulation
GCAS		

SN	Actions	Yes	No	Responsible	Signature
1	Has emptied BP bins A and B of the previous formulation?				
2	Has confirmed that the level of the previous formulation in the Ageing vessel is less than 5%?				
3	Has changed batch receipt selection of Crutcher SCADA to reflect the new formulation and compared with the BPR values				
4	Check that the BPR reflects the incoming formulation and its duly signed and dated.				
5	Has confirmed that raw materials not required for the new formulation have been cleared and removed to staging area				
6	Has changed the Receipt for the Crutcher and ODOs injection system as per incoming formulation BPR				
7	Has changed the Crutcher slurry temperature setpoint for incoming formulation				
8	Has changed the setpoint for Brightner 49 to ensure dosage into applicable formulation				
9	Has scheduled the new formulation Quality Window and unscheduled the old formulation				
10	Has confirmed with the Sattab Operator to check that the new formulation BPR parameters matches the value on Crutcher receipt.				
11	Has diverted to bad bin till all Sattab BP characteristics are within limits				

Reviewed by

Shift leader's name and signature

Comments

SOP OWNER Agbadi Lawrence Date: 11/02/2022	QA APPROVAL Alayode Gbajide Date: 11/02/2022	HSE APPROVAL Adebisi Ademola Date: 11/02/2022	AUTHORISATION Nadeeb Daramola Date: 11/02/2022
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