

UGEE CHEMICALS

SNO Warehouse SOP

SOP

Standard Operating Procedure

REJECT MANAGEMENT SYSTEM

SOP #:

UCL/IBDWHSE/CD/Q/01.0

Issuance Date:

As at last signature

Revision Date:

Maximum 2 years from effective date

PURPOSE

- This SOP is designed to provide a standard process for managing off-quality or obsolete FP&RPMs and RPMs rejected by the lines due to run-ability issues to eliminate quality risks of misuse and contamination.
- To implement a tracker for all material moved to blocked status containing reason for block, date of block and next steps and resolution within 90 days.
- To ensure that disposal of FP and/or RPM are done in a manner that will render it unusable to prevent unauthorized use after it has left Company control.

SCOPE

 This SOP applies to all raw and packaging materials rejected in the warehouse and the lines because of quality issues.

RESPONSIBILITIES

Line SAP Key Users/MU Leader:

- Will ensure that the release labels on materials/products being rejected are replaced with the standard onhold label.
- Will initiate a material defect initial report or technical report for the rejected materials and follow-through for necessary approval (in line with respective operations applicable reject management SOPs).
- Will move the quantity of the rejected material to Blocked status on ERP

MATERIAL SPOC

- Will notify and follow-up on supplier to evacuate materials and issue credit note for materials rejected due to quality issues attributed to the supplier.
- Will notify and follow-up on supplier to issue credit note for rejected materials.

Warehouse QA

- Will block defective, obsolete or phased-out materials/products on ERP based on new initiatives or incidents communication.
- Will inform the reject management system owner of blocked materials/products for disposition.

RPM Warehouse Technicians

 Will ensure all the TPN columns are duly signed by the supplier's representative stating the company name.

SOP OWNER

QA APPROVAL

STEWARDSHIP APPROVAL

AUTHORISATION

NA

NA

Owolabi Emmanuel

Date:

Date:

- Will ensure all return to vendor duly signed TPNs and exit authorization form are sent to the reject management system owner immediately for corresponding postings on ERP.
- Will Move all rejected materials from the line into the warehouse reject storage areas physically and on ERP after receiving duly approved technical report form from line logistics technicians
- Will reconcile (weigh/count) all rejected materials with the duly approved technical report form or RM defect initial report from line logistics technicians.
- Will update the blocked FP&RPM tracking sheet (att.7).
- Will compare the correctness of the prepared TPNs physically (materials code, materials description and the quantity to be returned) and the vendor using the technical report issued by the like Key User.

Reject Management system owner

- Will ensure proper housekeeping of rejected materials and ensure that they carry the red reject labels in the reject storage areas.
- Will ensure blocked stock decisions are made within 90 days, with root cause of damage and next steps documented, and resolution executed within 90 days of decision making.
- Will ensure proper documentation for all returned and disposed materials
- Will update, review and share blocked inventory tracker weekly at the ELT meeting.

Site Waste Management Leader

- Will provide evidence of payment for all rejected RM the same day payment is made
- Will receive the rejected PRM and sign-off TPN at the scrap yard

Security

Will track the codes, batches and quantities of materials moved out for scrapping.

Warehouse Manager and Plant Manager

Will review the process and ensure compliance

PROCEDURE

1.0 MATERIALS REJECTED IN THE WAREHOUSE BEFORE QC RELEASE

- 1.1 After material receipt into the warehouse, QC will carry out necessary checks/tests to ascertain a material's fitness for use and if a material is found defective, QC shall place a reject label on it and move the material from 'Quality Inspection' status to 'Blocked' on ERP.
- 1.2 The warehouse reject management system owner will run the stock of blocked materials on ERP on weekly basis to confirm the details of the rejected materials, check physically and move the materials into the warehouse reject cage/storage area physically and in the corresponding reject locations on ERP.

2.0 MATERIALS REJECTED AFTER QC RELEASE IN THE WAREHOUSE (BEFORE SUPPLY)

- 2.1 After a material has been released by QC and then it is found defective inside the warehouse (damaged, affected by rain, contaminated, expired, to be phased-out etc), the originator (warehouse QA, operations, etc) will send the details on a duly signed technical report showing; material code, material name, quantity and reason for rejecting, etc to the warehouse Reject management system owner.
- 2.2 If the originator is not from the warehouse, he/she will communicate the need to block via mail to the warehouse QA coordinator and reject management system owner and contact them to block the materials both physically and on ERP.

- 2.3 The warehouse reject management system owner will then raise a scrap authorization form, get the necessary approvals and proceed to scrap.
- 2.4 After scrapping the material, the warehouse reject management system owner will then carry-out system adjustment on ERP.

3.0 MATERIALS REJECTED ON THE LINE AFTER SUPPLY FROM THE WAREHOUSE

- 3.1 After a material has been released by QC, supplied to the line and then it is found defective, the line Key user will raise a technical report form and RM defect initial report for the materials; get the necessary approvals based on the site approval matrix and follow-up on Dept QA leader/LQC to replace the approval labels on it with the reject label.
- 3.2 The line key user will then move the material to blocked status on ERP and stretch-wrap the rejected materials and hand them over with the technical report and RM defect initial report to the warehouse reject management system owner or the warehouse RPM technician on shift for evacuation into the warehouse reject cage/storage area.
- 3.3 The warehouse Reject management system owner or the warehouse RPM technician on shift will then evacuate the rejected materials physically into the reject cage/storage area and carry-out the ERP movement immediately.

5.0 DISPOSAL OF MATERIALS REJECTED BECAUSE OF SUPPLIER RELATED QUALITY ISSUES

- **5.1** After moving rejected materials into the reject cage physically and on ERP, the **Material spoc** will notify the supplier and the supplier will come to the site to inspect the materials to confirm the claim..
- **5.3** Once the supplier confirms that the material defect is supplier related, the supplier will arrange to evacuate the material and the **Material spoc** will ensure this happens during next delivery by the supplier.
- 5.4 Once the materials are evacuated by the supplier using a TPN and exit authorization form, the warehouse reject system owner shall proceed to carry-out system transaction on ERP (Return Delivery for material document) within same day and await credit note within 45 days in favor of UGEE
- **5.5** If credit/debit note is not gotten within 45 days, and escalation mail will be sent to the Material SPOC for resolution.
- **5.6** The warehouse reject system owner will update the tracker for supplier related defects to capture the date of return and the date of credit/debit note receipt.

REASONS FOR SCRAPPING:

- Material damages in-transit from the supplier.
- Damaged finished products
- Damages that happen in the plant warehouse.
- Damage from operation that cannot be fixed or reworked.
- Damage from handling and/or transportation to customers
- Dormant materials/products that appear as slow-moving items in the Non-Performing Inventory (NPI).
- Expired materials/products rejected by QA
- Changes in Formula Card (FC) or artwork, phasing out of old products due to new launches.
- Obsolete finished products

Off quality finished products

WHAT IS SCRAP?

Materials which have been determined to be Obsolete, OOS-out-of-specification; and cannot be used, reworked, reclaimed, blended, sold or donated for its intended use. This definition does not include normal supplier inprocess scrap such as overruns, trim waste, tails, regrind, etc. so long as the proprietary nature and functionality of any such scrap no longer exists.

For purposes of this SOP, the term obsolete is used to describe inventories that are over-age, residuals or remnants. All obsolete inventories (material confirmed to be scrapped) must be scrapped within the quarter they were labeled as blocked; in the event this may not happen:

- a. A business plan must be made on what to do with the Inventory
- b. Accruals for the cost of scrapping must be made in that quarter by finance for the inventory in question.

For other NPI, weekly review will be done on them to ensure clear action plan to scrap them

SCRAP PROCESS FOR FP&RPM

- 6.1 Scrap authorization is initiated by the reject management system owner once the decision to scrap has been made for whise related FP&RPM only. Once a scrap authorization is raised and all the approvals gotten (screen shot of all approvals must be attached), the reject management system owner will notify the site waste management contact and update excel based scrap form.
- 6.2 For all scrapings, the security personnel at the scrap yard will document details (codes, batches, and quantity) of all materials received for scrapping at the scrap yard.
- 6.3 After aligning disposition for rejected materials with QA and site waste management contact, the reject management system owner will complete 3 copies of TPN with the details of the materials to be scrapped, get the TPNs signed with team leader, security at the scrap yard and the site waste management contact after which he/she will proceed to post out of the system within one work day.
- 6.4 The reject management system owner will file the TPN, scrap authorization sheet, and all documents involved in the reject management process accordingly.

End of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 - Qualification sheet

Attachment 2 - Scrap authorization

Attachment 3 - Model Answer

Attachment 4 – Technical Report form

Attachment 5 – Blocked inventory tracker format

Attachment 6- Return to vendor tracker format

Attachment 7- Blocked RPM Tracker

DEFINITIONS

RPM - Raw and packaging materials

TPN - Transfer Posting Note

LQC - Line Quality Control

QA - Quality Assurance

F&A - Finance and Accounts

SPOC - Single Point of Contact

RTV - Return to Vendor

FP - Finished Product

RPM - Raw and Pack Material

ATTACHMENT 1

Attachment 1

SOP# UCL/IBDWHSE/CD/Q/01.0



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Answer # 1: (a) FP&RPM Receiv	ing Technicians (b)	Warehouse manager
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Question # 2: What Platform is	used for scrapping?	The state of the s
Answer # 2: (a) ERP	(b) SAMS	
Question # 3: GCAS/Code, Des	scription, Quantity and vend	dor must be compared with technical report before issuance of RTV
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Answer # 3: (a) Yes (b) No		
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Question # 4: Blocked stocks r	nust be resolved within ho	w many days?
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Answer # 9: (a)same day of physical evacuation

(b)After credit/debit note has been gotten from supplier

Question # 10: A major purpos False?	es of this SOP is to impleme	nt a tracker for all material/products moved	d to blocked status. True or
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Site Stewardship	Date: 3 10 22	Date:	Date: 07/11/22

SCRAP AUTHORIZATION TEMPLATE

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Stewardship	Date: 31 10 22	Date:
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Answer # 9: (a)same day of physical evacuation

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(b)After credit/debit note has been gotten from supplier

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Answer # 1: (a) FP&RPM Recei	iving Technicians (t	o) Warehouse manager		8 70
Question # 2: What platform is	used for scrapping?	A	Section 18	
Answer # 2: (a)ERP	(b) SAMS			
Question # 3: GCAS/Code, Des	scription, Quantity and ven	ndor must be compared	d with technical rep	ort before issuance of RTV?
Answer # 3: (a) <u>Yes</u> (b) No				
Question # 4: Blocked stocks	must be resolved within ho	ow many days?		
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Question # 5: Scrap Adjustmen	nt postings must happen w	vithin;	Carlos Landauge C	
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SOP OWNER Babalola llesanmi Site Stewardship Date: 28 1002	QA APPROVAL Alawode Olujide Date: 31 (0) 3 2			



UGEE CHEMICALS
SNO Warehouse

TECHNICAL REPORT

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Babalola llesanmi Site Stewardship	Alawood Slujide Date: 2 10 22	NA	Owolaki Emmanuel Date: H1122



^{**}All required signatories must be complete

ATTACHMENT 5

UGEE Chemicals Ibadan Plant

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STEWARDSHIP APPROVAL Date: Alawode Olujide Babalola llesanmi Site Stewardship Date: 2800 SOP OWNER

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SOP OWNER GA APPROVAL STEV
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STEWARDSHIP APPROVAL

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