UGEE CHEMICALS	UGEE CHEMICALS Quality Assurance SOP	SOP Standard Operating Procedure

RECEIPT, SAMPLING, TESTING AND APPROVAL OF FABRIC & HOME CARE RAW MATERIALS

SOP #: UCL/IBDLAB/CD/Q/03.2	Issuance Date:	As at Last Signature	**Reference:** P&G WQA SOP MAT-S 17, P&G WQA SOP QAS-S-11, UCL/IBDSITE/CD/Q/11
	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date:	20 working days from the issuance date	Page 1 of 12

PURPOSE

- To outline a consistent work process for sampling, testing and release (Or Rejection) of incoming raw materials in F&HC
- To effectively control all raw materials brought on site to F&HC
- To ensure that only raw materials meeting the approved specifications are used for production in F&HC

SCOPE

- This applies to all F&HC Raw Materials.

RESPONSIBILITIES

- Warehouse receiving technician or material planner ensures that the Quality Control Raw Material analyst has the Certificate of Analysis (COA) of newly received materials either via email or by hand delivery to the lab team.
- Quality Control analyst (Material Release Owner) will Sample, test and release (or reject) all raw materials in F&HC according to the procedure outlined in this SOP. He or She will own the responsibility of communicating to MPD (Material Process Delivery for F&HC) and Material Planner whenever a material does not match the approved material specification.
- The WHSE Raw Material Support will paste the release label on the material.

POTENTIAL RISKS

- Refer to JSP-QA-005 Sampling of materials.

PPE REQUIRED

- Refer to JSP-QA-005 Sampling of materials.
- Refer to JSP-QA-F&HC Lab. 002 Laboratory analysis.

PROCEDURE

Sampling Frequency

SOP OWNER	HSE APPROVAL	QA APPROVAL	AUTHORISATION
---------- Adio Sakiru Date: 10/02/2023	----------N/A----------	----------N/A----------	---------- SITE QA: Alawode Olujide Date: 10/02/2023

1. FHC raw materials sampling will be based on sampling plan in the IRMS (for P&G materials) and as specified by other products specification. The materials will be sample per deliveries.
2. The QC analyst will check for new MRs (Material Receipt) in 'Ugee Inventory Report' worksheet or TALLY system or Notify by WHS Receiving Technician and print out the sent COA from mail or the WHSE GR SPOC or his designee delivered it to the lab team. If the delivery consists of multiple lot numbers, the QC Analyst must ensure there is a COA for every lot.
3. RM Analyst will compare the COA of the material versus the Individual Raw Material Specification (IRMS) for consistency.
4. TALLY QM User set-up all New material for QM information on TALLY and maintains the material on-going (When Full operation of TALLY system).

What to check on the COA

a) The COA has a GCAS number, lot number, supplier name, supplier location (verify from Approved Supplier List), date of production, material name, material description or trade name from ASL.
b) Raw Material Specification (RMS) number of the material on the COA is the same as that on the current Individual Raw Material Specification (IRMS) of the material checked in ENOVIA Product Life-Cycle Management System(PLM).
c) All parameters indicated on the IRMS or applicable standard as reportable are reported on the COA and are meeting the release criteria as specified on the PLM platform.
d) Target &/or limits for all certifiable or critical quality items (Report) items using test methods defined qualification and defined in the specification
e) Results in the correct unit for all certifiable items
f) Confirm material is not expired by checking the manufacturing and expiry dates on the COA and also compare versus shelf live on 'Ugee Chemical RM Handling & Storage sheet' (applicable to P&G material only.
g) Contact Material SPOC immediately you discover issues on expiry date.

5. If the COA matches the specifications in the IRMS or applicable standard, he/she will tick all the reported parameters on the COA and sign the COA as an indication that the COA is correct and complete.
6. He/She will fill the Material Quality Status (MQS) (See attachment 6) sheet for COA consistency tracking, and proceed to take sample, otherwise, contact Material Planner.
7. The QC analyst will write the Assigned QC release No. on the COA and file the COA in the COA folder in the laboratory.
8. The QC Analyst will proceed to the warehouse and confirm that quarantine (identification) label is pasted on the material and compare the GCAS #, the supplier lot # and the material name on the quarantine versus the information on the material label and sample material. For materials supplied by truck (Caustic soda & HLAS) or from supplier location (Silicate); If the COA matches the specifications in the IRMS, the QC analyst will tick all the reported parameters on the COA and sign the COA as an indication that the COA is correct and complete, and he proceed to sample material immediately.
9. For non- Tank farm materials, if the information on the quarantine is incorrect, the QC Analyst will inform MPD or warehouse technicians to make the necessary corrections.

10. QC Analyst will carry out physical analysis or FTIR as indicated in the RMS and also keeps retain samples in the retention room following the steps in SOP # UCL/IBDLAB/CD/Q/08 (SOP for retention sample management).
11. QC Analyst will save the Scan result on FTIR application and document the results of analysis in laboratory notebook.
12. QC Analyst will fill the material Assay Sheet for both QM (except Silicate, caustic and HLAS) and document the information of the material in the Material Status Sheet (See attachment 5) and generate the QA release number for the material.
13. If sample analysis result meets specification, he/she will release the material on 'Ugee Inventory Report Sheet' he will fill the release part of the RM log book and sign off. If the sample analysis result does not meet specification, the QC analyst will follow the steps highlighted on Appendix 5 of P&G TM GCAS 96812788 (Identification of Raw Materials by FT-IR) for FTIR analyzed materials and P&G WQA SOP QAS-S-11 (Analytical out of Specification Investigation). Further steps are highlighted in MAT-S-15 (Managing Starting materials and Intermediates associated with Deviations) if deviation is required

Release Process

14. The Lab. Leader will create Blank copy of Batch card for new materials
15. The WHSE receiving Technician Create new Batch card for newly received material using the Blank Batch card created by the La. Leader.
16. For materials at the central warehouse or bay zero, the QC Analyst or Lab leader fills the batch card with correct information and confirm the release label are properly filled. The WHSE FP & RPM technician prints the approval labels for QM (except Tank farm) material and handover to the WHSE raw material support to paste.
17. For materials in paper mill (silicate), the COA is delivered to the QC team, the QC analyst check versus PLM. If the COA parameter are within the specification, he proceeds to sample. After the analysis, he communicates the results to the FHC material SPOC who will then instruct the supplier to pump in the silicate.
18. There is no need to fill assay sheet for tank farm materials.
19. WHSE FP & RPM technician confirm that the approval labels for all F&HC RM include expiry dates of each batch before printing.

What to check before pasting the label

The Raw Material Support should check the following before pasting the label:

a) That the material name on the quarantine label, material label with that of the release label are the same.
b) That the GCAS # on the material label, quarantine label with the one on the release label are the same.

RELEASE OF EO MATERIALS

All new materials received on site for EO will be given a special white label "EO" though the planner should work with supplier to paste the white label before shipment to avoid mix ups. All EO materials must have an approved protocol, duly signed by all signatories before the material can be released for use on the line.

REJECTIONS

1. A material is rejected if COA does not match IRMS, if it is physically damaged, expired, existence of CoA inconsistencies, material cannot run on the line or out of specification and the Lab leader or Lab analyst will immediately inform the warehouse manager, material planner, QC leader, QA Manager and print a Reject label and hand it over to the Raw Material Support.
2. Raw Material Support will paste the "Reject" label on the quarantine label of the container(s) and this will also be pasted on the 4 corners of the material (Refer to SOP # UCL/IBDSITE/CD/Q/11- Pasting/Placing of Labels in Materials and Finished Product)
3. QC analyst will immediately move the material to blocked status 'Ugee Inventory Report sheet'
4. The Warehouse Technician will ensure that the material is moved immediately to the "Reject" area.
5. Note that for COA inconsistency, RM analyst notifies Material planner, Lab team, QA Leader and Warehouse Team by an email, if by 48hours the COA inconsistency is not rectified, RM analyst moves material to block and print reject label.
6. All FTIR OOS for Raw material will be treated as stated in the P&G TM: 96812788
7. Detailed analysis of all Material OOS should be documented using P&G WQA SOP QAS-S-11 attachments.

EXCEPTIONS FOR SILICATE, CAUSTIC SODA AND HLAS

1 Tank Farm materials (Caustic soda and HLAS) and Material in supplier location (Silicate), are released based on COA, following steps in Procedure 2-4, also check appearance, FTIR (Silicate and HLAS), alkalinity (for caustic soda) upon receipt of material Batch before offloading into the Tank.

2 Both Caustic and HLAS Tanker must come with appropriate well sealed standard from supplier before it is clear for sampling. Caustic Standard are to be tested along side with the Sample while the results are compared with the COA result by the Lab. Leader or his Designee before giving approval for offloading into the Tank.

3 F&HC lab to provide analytical support for the line in the course of RM (Silicate, Caustic soda and HLAS) investigation

4 MPD, to visit supplier once per six month for capability assessment.

TECHNICAL STANDARD VERIFICATION

1. The Quality Control analyst/lab leader will also save soft copies of the Raw Material Specifications of all F&HC on the computer only when there is communication on PLM downtime. Hard copies of the Raw Material Specifications should not be printed out or stamped. If he/she needs the specifications to release a material, he/she will look it up in PLM and if there is no network, he/she will check the already saved copies of the RMS on the system.
2. If there is a new version of any of the Raw Material Specification with new Test Method (TM), the QC analyst will inform the Lab leader who will now print the needed Test Method from PLM and then authorizes it from the Site Technical Standard Owner with Approved Copy Green stamp. When the TM has been approved, the Lab leader will file the TM in the Test Method folder and destroy the superseded copy.

LEAD TIME FOR RAW MATERIAL RELEASE

1 For Tank Farm Raw Material (material supplied by truck) and Supplier location;

- Sodium silicate analysis, Lead time is 4 hours from sampling time. (for allow material attain Room Temperature before analysis)
- Caustic Soda analysis, Lead time is 1 hour from sampling time.
- HLAS analysis, Lead time is 1 hours from sampling time.

Supplier Qualification, Visit and Capabilities Development

- Local Supplier visit is done quarterly by MPD team to check supplier consistency and to close any form of COA inconsistencies and action plan to close gap. Qualification of Raw material supplier is a joint responsibility of both Ugee and P&G (for P&G material Suppliers only).

REASON FOR UPDATE:

Version 0:	New SOP
Version 1:	Update to include extra check of Caustic Soda Manufacturer standard sample before material release
Vesrion 2.	Update to remove SAP transactions, Role of Site Technical Standard Owner

End Of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 – Qualification Sheet
Attachment 2 – Model Answer
Attachment 3 – Sample label
Attachment 4 - Material Status Sheet
Attachment 5– Material Quality Status