	MSG SOP	<b>SOP</b> Standard Operating Procedure
<b>Silicate Transfer from RCPL to UGEE Main Tank</b>		
SOP #: UCL/IBDMSG/CD/Q/02.0	Issuance Date:	As at Last Signature
	Revision Date:	Maximum 2 Years from the effective date
	Effective Date:	20 working days from the issuance date.
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#### PURPOSE:

This SOP outlines sequence of steps to be followed before transferring Sodium Silicate from RCPL storage tank into Silicate bulk storage tanks situated in F&HC Tank farm area.

#### SCOPE:

The scope of this SOP is limited to the analysis, request and transfer of Sodium Silicate (silicate) from RCPL's storage tank into UGEE storage tank for silicate.

#### RESPONSIBILITY:

**Tank Farm Operator/ Contractor:** Is Responsible for opening and closing of the transfer isolation valve at UGEE tank farm before and after the transfer process.

**RCPL Personnel:** Sends CoA of material to QA for analysis, recirculates Material in RCPL storage tank, opens the transfer valves, starts and stops the transfer operation. Ensures there is enough PO to cover both ASPIRA and UGEE request.

**UGEE QA Analysts:** Is responsible for sampling silicate at the sampling point located in RCPL facility and gives QA concurrence to transfer if sample is within spec, releases material from ERP after the MRN has been done.

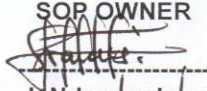

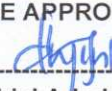

**UGEE Warehouse Technician:** Takes records of the Initial and final flow meter reading at RCPL location before & after the transfer process. Conducts "MRN" on ERP within 24 hours after transfer operation completion.

**UGEE MU LEADER:** Requests for the transfer of material from the Warehouse personnel following the pre-aligned schedule frequency via e-mail communication.

#### POTENTIAL RISK:

- Possible spillage from the transfer line, flanges and connectors.
- Hand bruise from opening and closing of valves.
- When transfer line clean up steam exceeding 4bars.

#### PPE REQUIRED:

<b>SOP OWNER</b>  J. Ndegonekwu Date: 19/09/2022	<b>QA APPROVAL</b>  Jide Alawode Date: 19/10/2022	<b>HS&amp;E APPROVAL</b>  Adebisi Adedoyin Date: 19/10/2022	<b>AUTHORISATION</b>  Daramola Nadeeb Date: 19/10/2022
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- Safety goggle
- Safety Shoes.
- Cotton Gloves

**PROCEDURE:****ANALYSIS OF THE MATERIAL**

For every new batch of silicate prepared, an accurate, detailed COA is sent by RCPL representative (via email) to the Lab team, as an invitation for QA to come and take sample for analysis.

RCPL representative needs to begin the recirculating operation 30 mins before he sends the COA so that the material can be fit for analysis.

**REQUEST FOR MATERIAL**

Upon receiving confirmation from QA (via phone/E-mail) to transfer the analyzed material, UGEE MU leader will requests (via e-mail) for material transfer based on the below schedule

DAY	QUANTITY
Monday	160,000 Kg
Friday	160,000 Kg

Any exception to the schedule should be communicated a day prior to the scheduled transfer. He will ensure that the tank is 85% ( 50% ASPIRA and 35% UGEE) filled after each transfer.

**TRANSFER FROM RCPL'S STORAGE TANK TO UGEE'S TANK FARM**

Upon receiving the email request for transfer; UGEE Warehouse technician goes to RCPL factory with a camera and a logbook where he records the RCPL initial flow meter reading in his logbook and takes a picture. RCPL & UGEE Warehouse technician agrees to the initial quantity, confirm that the valve to the main tank in UGEE is opened, and then the transfer can begin.

After the requested quantity is reached, the line is flushed with about 4bar pressure of steam, then RCPL representative calls on UGEE Warehouse technician (via phone) to come for the final flowmeter reading, which is recorded in the logbook and a picture taken, then the valve in UGEE can be closed

**GOODS RECEIPT**

RCPL's rep prepares a delivery note on the same day of transfer based on transferred quantities as determined by the flow meter. UGEE's Warehouse technician then conducts the MRN within 24 hours of receipt of delivery note.

UGEE QA Team will then release the material on ERP within 3 hours of MRN.

**DEFINITION**

**CoA:** Certificate of Analysis

**QI-**Quality Inspection.

**RCPL**-Reliance Chemical Products Limited.

**GR**- Goods Receipt

**DFC**- Days Forward Coverage

**PO**-Purchase Order

**QA**-Quality Assurance.

**QM**- Quality Management

**PE KU**- Production Execution Key User

**ERP**- Enterprise Resource planning

**REASON FOR UPDATE:**

VERSION 1: New Issuance

<b>End Of Procedure</b>
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<b>SOP RELATED ATTACHMENTS</b>
Attachment 1 – Qualification Attachment 2 – Model Answers