UGEE CHEMICALS	UGEE Chemicals Quality Assurance General SOP	SOP Standard Operating Procedure

SATELITE LABORATORY CONTROL

SOP#: UCL/IBDLABMSG/CD/Q/10.0	Issuance Date:	As of Last Signature	Reference: UCL/IBDLAB/CD/Q/05, UCL/IBDSITE/CD/Q/22, UCL/IBDSITE/CD/Q/07
	Revision Date:	Maximum 2 years from Effective Date	
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PURPOSE

- To establish basic Satelite Laboratory Operation standards and system that will ensure Optimum Product Quality in the manufacture and storage of products. This is essential to maintain product integrity and performance.
- To establish a work procedure to make product quality decisions based on sound and accurate analytical data.

SCOPE

- The SOP is applicable to all making operations Satellite laboratory practices,
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RESPONSIBILITY

- **Satelite-Lab Analyst** is in charge of all analysis and will coordinate the sampling and analysis of all inprocess parameters and communicate results accordingly.(BP Density, BP Cats03, and CMM result)
- **Team Leaders (TL)** is responsible for the overall shift quality result for the team.
- **Control room operators** are responsible for the entire production as per result shared from the Analysis by reacting to the result of analysis done as shared by the Satlab Aalyst.
- **Laboratory Leader** is responsible for the training and on-going qualification of Sat. lab analyst
- **Site QA leader** is responsible for overall Sateleite operation.

POTENTIAL RISKS:

Not Applicable

PPE REQUIRED:

- Safety boots, Nose masks, Over-alls, hand gloves, eye google e.t.c.

PROCEDURE

GENERAL

SOP OWNER	HSE APPROVAL	QA APPROVAL	AUTHORISATION
----------	----------N/A----------	----------N/A----------	----------
Adio Sakiru Date: 10/08/2022			SITE QA: Alawode Olujide Date: 10/08/2022

The Ibadan Plant Satelite Laboratory Analyst is responsible for carrying out analysis of all In-process parameters in MSG Operation. The test results are entered into the appropriate data bases to create product quality statistical summary reports and control charts.
To achieve this, Several requirments must be met as shown below:

1 **Sat. Lab Analysts Qualification and Requalificatio:**

1.1 Each Sat-Lab analyst must be trained and qualified before he/she is classified as a "stand alone" Sat. lab analyst.

1.2 Each analyst must have all training qualification duely signed and documented before performing any analysis as a "stand alone" Sat. Lab analyst.

1.3 Sat. Lab. will participate in the main Lab. Method Control Strategy.

2 **Sat. Lab Test Equipments**:

2.1 Each item of the test equipment must be calibrated and maintained on a daily and annual basis.

2.2 All analyst must log-in with their unique access on Sat. laboratory equipment and quality window when performing analysis and documentation of data.

2.3 When an equipment is showing a sign of analytical/Mechanical failure, Stop and report to the Site QA Leader immediately.

3 **Process Parameters**:

3.1 Sat-Lab Analyst must not allow any change in the Process parameters and without an approved deviation from the Site QA leader.

4. **Batch Production Records**:

4.1 Upon receipt of Makng batch production records card changes, notification and distribution follow the normal distribution procedure. Strict control of Making batch production records is maintained by the Site quality assurance leader.

4.2 Upon completion of the batch production, all completed BPR documents (Approved Line clearance checklist, Process Report, Admix compliance, Tower compliance and Controlled release check list (as applicable)) must be printed and put into the BPR jacket every 24 hours.

4.3 The BPR should be taken to the Process Engineer for immediate sign off , and also finally taken to the Lab immediately every 24 hours.

4.4 Disciplinary measure may be mete out following the site disciplinary measures if the above is missed.

5 **Line Clearance and change Over:**

5.1 The sat-lab analyst leads the Line clearance for all change over activities as applicable on the line.

5.2 Analyst ensures Admix and Tower Change over checklist must be throughly filled and duely signed off by the operator and teamleader before the start of the production batch.

5.3 Sat- lab analyst confirms Admix recipe, Cutcher and ODOS injection ratio on the scader versus the BPR and download the recipe for use.

5.4 For Brand Change overs, Sat-Lab Analyst must ensure he fully supervise Perfume change over and ensure the line is fully drained before the new perfume is passed into the line.

5.5 The first two buggies after a change over must be immediately put on hold and reblended.

5.6 CatS03 analysis must be immediately done and result communicated to the Teamleader and the control room operator.

5.7 Analyst must ensure that all process parameters and Material unloading data must be Autopulling on the Quality window in the control room.

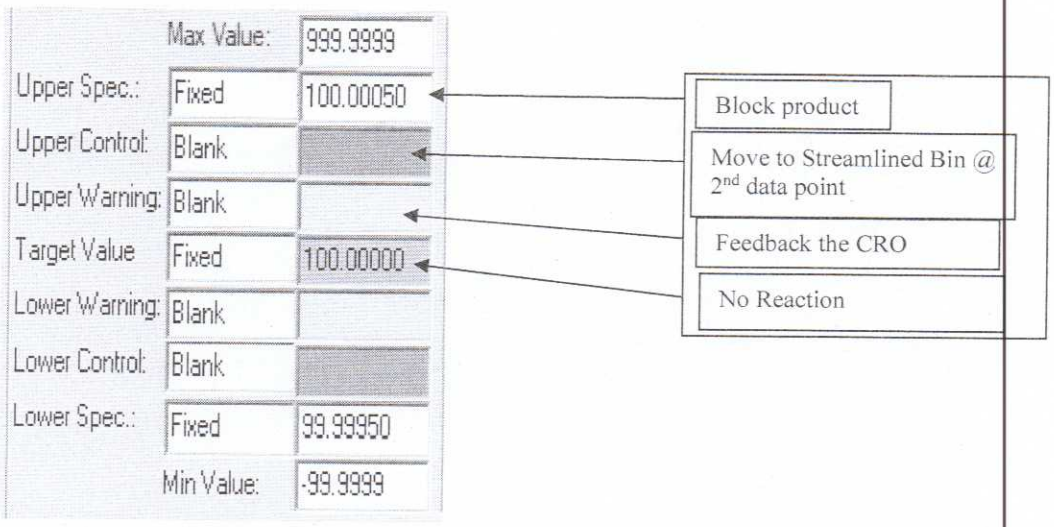
6 Record Keeping and Documentation:

6.1 Test data is entered only or directly into computer data base -no scrap pieces of paper will be used.

6.2 Assures data and records supporting the quality of all Partners product complies with ALCOA+ (accurate, legible, contemporaneous, original, attributable +: complete, consistent, Enduring and Available) principles throughout the data lifecycle.

7 Handling of Atypical Result:

7.1 Each analytical test will be performed only once, unless the analyst knowingly has made a procedural error or suspect equipment failure. When an out-of specification result occurs, the Sat-lab analyst places the product on hold and informs the Teamleader on duty, the MSG Process Leader and the QA Leader to take immediate action on the issue.



7.2 All out of limit results must be investigated immediately the result is detected. Investigation is initiated by the Sat-Lab analyst who detected the result to be conducted alongside the team leader and the CRO.

7.3 In a case where the teamleader does not respond to oos result as shared, All buggies produced should be immediately placed on hold and blocked tag label must be put on them.

7.4 The Line Manger and the Site QA Leader must be immediately notified and a quality Alert filled immediately.

8 **Recording EO and New Validation Test Results**:

8.1 Analytical test results obtained during EOs, special projects, initiative start-ups (Shippable products), etc are to be recorded in the designated Quality Window data base.

8.2 All Changes and new initiatives must have a protocol or an approved deviation form the Site Quality Assurance Leader.

9 **Access Contol:**

9.1 All analyst must use their individual access to login when entering data

9.2 In a case of Access denial or blockage the Site QA leader should immediately be notified

9.3 In a case where the Access could not be resolved, a deviation should immediately be raised by the analyst stating the issue and requesting for the use of Manual Process Compliance sheet routed to the Site QA Leader for approval.

10 **Main Lab. Operation**

11.1 Sat. Lab. Analyst are to be qualified by the Lab. Leader

11.2 All Sat. Lab. analyst must ensure good house keeping standard of the main Lab at all time during and after analysis, ensuring all 5s standard are in place and all lockers well locked.

11.3 Analyst must Shutdown all equipments properly ensuring they are switched off from the mains, well covered before leaving the Lab at every shutdown.

REASON FOR UPDATE

Version 0: New SOP

End of Procedure

SOP RELATED ATTACHMENTS

Attachment 1 – Qualification Sheet

Attachment 2 -- Model Answer

Attachment 3 – Step-up Card