

MASTER DOCUMENT LIST

<u>SECTION</u>	<u>Number</u>	<u>Date</u>	<u>Revision</u>	<u>Distribution List</u>	<u>#Copies</u>
<u>Quality Manual Procedures</u>					
Scope	QM1	12/02/09	0	*All Locations	6
Normative Reference	QM2	12/02/09	0	"	"
Terms and Definitions	QM3	12/02/09	0	"	"
Quality Management System	QM4	12/02/09	3	"	"
Management Responsibility	QM5	12/02/09	2	"	"
Resource Management	QM6	12/02/09	2	"	"
Product Realization	QM7	12/02/09	5	"	"
Measurement, Analysis and Improvement	QM8	12/02/09	4	"	"
<u>Quality Work Instructions</u>					
Sulfur Receiving and Flaking	QWI - 1	12/02/09	2	All Locations	6
Batching Procedure	QWI - 2	12/02/09	0	All Locations, Mill Operator Stations	10
Milling and Packaging	QWI - 3	08/27/12	8	All Locations, Mill Operator Stations	10
Storage and Shipping	QWI - 4	12/02/09	3	All Locations	6
Homogenization and Storage	QWI - 5	12/02/09	1	All Locations, Fluid Plant Operator, GGS, ISI	8
Crimper Operation (ISI Plant Only)	QWI - 6	12/02/09	1	All Locations, Crimper Operator, ISI	7
Prill Operation (SFS Plant Only)	QWI - 7	12/02/09	0	All Locations, Prill Operator, SFS	7
Customer Complaint Manual	QWI - 9	12/02/09	0	All Locations	6
General Receiving	QWI - 10	12/02/09	1	"	"
Sulfur Analysis Procedure - Color	QWI - 11	12/02/09	0	"	"
Sulfur Analysis Procedure - Odor	QWI - 12	12/02/09	0	"	"
Sulfur Analysis Procedure - Heat Loss at 80°C - Incoming Molten Only	QWI - 13	12/02/09	1	"	"
Sulfur Analysis Procedure - Heat Loss - TM 18 (70°, 80°, 100°)	QWI - 14	12/02/09	1	"	"
Sulfur Analysis Procedure - Ash	QWI - 15	12/02/09	0	"	"
Sulfur Analysis Procedure - Insolubility	QWI - 16	12/02/09	0	"	"
Sulfur Analysis Procedure - Volatiles at 105°C	QWI - 17	12/02/09	0	"	"
Sulfur Analysis Procedure - Total Solids	QWI - 18	12/02/09	0	All Locations, Fluid Plant Operator, ISI	7
Sulfur Analysis Procedure - Sulfur Solids	QWI - 19	12/02/09	0	All Locations	6
Sulfur Analysis Procedure - Oil Content - Saturated Acetone	QWI - 20	12/02/09	0	"	"
Sulfur Analysis Procedure - Viscosity	QWI - 21	12/02/09	1	All Locations, Fluid Plant Operator, ISI	7
Sulfur Analysis Procedure - Fineness - Rotap	QWI - 22	12/02/09	0	All Locations	6
Sulfur Analysis Procedure - Fineness - Wet Screen For Prill	QWI - 23	12/02/09	0	"	"
Sulfur Analysis Procedure - Fineness - Wet Screen	QWI - 24	12/02/09	0	All Locations	6

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Sulfur Analysis Procedure - Acidity as H ₂ SO ₄	QWI - 25	12/02/09	1	"	"
Sulfur Analysis Procedure - pH	QWI - 26	12/02/09	0	"	"
Sulfur Analysis Procedure - Melting Point - TM 6	QWI - 27	12/02/09	1	"	"
Sulfur Analysis Procedure - Specific Gravity - TM 8	QWI - 28	12/02/09	1	"	"
Sulfur Analysis Procedure - Purity - TM 11	QWI - 29	12/02/09	2	"	"
Sulfur Analysis Procedure - Acidity - TM 1	QWI - 30	12/02/09	0	"	"
Sulfur Analysis Procedure - Oil Content - Petroleum Ether - TM 7	QWI - 31	12/02/09	0	"	"
Lab Safety Rules	QWI - 32	12/02/09	1	"	"
Calibration Procedure - Electronic Balance	QWI - 33	12/02/09	1	"	"
Calibration Procedure - pH Meter	QWI - 34	12/02/09	1	"	"
Calibration Procedure - Temperature Controlled Oven	QWI - 35	12/02/09	1	"	"
Calibration Procedure - Viscometer, Brookfield	QWI - 36	12/02/09	1	"	"
Calibration Procedure - Bag Weights, Mill Room	QWI - 37	12/02/09	1	"	"
Calibration Procedure - Scale, Dial	QWI - 38	12/02/09	1	"	"
Calibration Procedure - Triple Beam	QWI - 39	12/02/09	1	"	"
Calibration Procedure - RPM Indicator	QWI - 40	12/02/09	1	"	"
Calibration Procedure - RPM Indicator, Whizzer	QWI - 41	12/02/09	1	"	"
Calibration Procedure - Temperature Gauge	QWI - 42	12/02/09	1	"	"
Flake Screening Operation (Holly Plant Only)	QWI - 44	12/02/09	0	All Locations, Mill Operator Station	7
<u>Forms</u>	<u>Number</u>	<u>Date</u>	<u>Revision</u>	<u>Distribution List</u>	<u>#Copies</u>
Change Control Sticker	Form 1	12/02/09	0	All Locations	6
Management Review Committee Minutes	Form 2	12/02/10	3	"	"
Order Form	Form 3	12/02/09	0	"	"
Sales Order (component of Peachtree Software program)	Form 4			"	"
Supplier Evaluation	Form 5	12/02/09	0	"	"
Design Activity Assignment	Form 6	12/02/09	0	"	"
Document Change/Raw Material Control Request	Form 7	12/02/09	2	"	"
Purchase Order (component of Peachtree Software program)	Form 8			"	"
Hold Tag	Form 10	12/02/09	0	"	"
Experience/Training/Education/Skills	Form 11	12/02/09	2	"	"
Non Conformance/Corrective Action	Form 12	01/13/14	4	"	"
Preventive Action	Form 14	12/02/09	2	All Locations	6
Customer Survey	Form 15	12/02/09	1	"	"
Training Evaluation/Effectiveness	Form 16	12/02/09	1	"	"

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Internal Quality Audit Questionnaire	Form 17	12/02/09	2	"	"
Internal Quality Audit Observation Form	Form 18	12/02/09	3	"	"
Training Needs Assessment	Form 19	12/02/09	1	"	"
Monthly Mill Checks	Form 23	12/02/09	0	"	"
Flaking Equipment	Form 24	12/02/09	0	"	"
Blending & Crushing Equipment	Form 25	12/02/09	0	"	"
Conveying Equipment	Form 26	12/02/09	0	"	"
Homogenizer	Form 27	12/02/09	0	"	"
Release Sheet	Form 28	12/02/09	1	"	"
Internal Calibration Chart	Form 29	12/02/09	0	"	"
Incoming Molten Chart	Form 30	12/02/09	0	"	"
Homogenizing Equipment	Form 31	12/02/09	0	"	"
Internal Audit Schedule	Form 32	12/02/09	2	"	"
Quality Objective Results	Form 33	12/02/09	1	"	"
Audit Notification	Form 34	12/02/09	0	"	"
Certificate of Analysis (component of C of A program)	Form 35			"	"
<u>Other Documents</u>	<u>Number</u>	<u>Date</u>	<u>Revision</u>	<u>Distribution List</u>	<u>#Copies</u>
Process Flow Chart	Doc - 1	12/02/09	0	All Locations	6
Critical Gauge List	Doc - 2	09/30/14	36	All Locations, Lab	10
Corporate Organization Chart	Doc - 3	12/02/09	1	All Locations	6
Master Records List	Doc - 4	12/02/09	3	"	6
Approved Supplier List	Doc - 5	07/01/14	42	All Locations, Purchasing	7
Manufacturing Batch Sheet	Doc - 6	12/02/09	1	All Locations	6

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<u>External/Stand Alone Documents</u>					
Specification Book				All Locations	6
Raw Materials & Packaging Supplies Book				Corporate Office, Local Office, Purchasing	3
Manufacturing Manuals				Corporate Office, Plant Office	5
Incoming Inspection Log Book				Plant Office	4
Final Inspection Log Book				Plant Office	4
In-Process Screen Log Book				Plant Office	4
Flaking Log				Plant Office	4
In Process Log Book				GGG-2, ISI-2	2
Outgoing Log Book				GGG-2, ISI-2	2
ISO 9001 - QMS - Requirements				Corporate Office	1
ISO 9004 - QMS - Guidelines for Performance Improvements				Corporate Office	1
ISO 9000 - QMS - Fundamentals and Vocabulary				Corporate Office	1
*All Locations - Corporate Office, Valdosta, GA (GGG-1); Local Office, Mt. Pleasant, TX (ISI-1); Plant Offices (4): Bainbridge, GA (GGG-2); Mt. Pleasant, TX (ISI-2); Freeport, TX; Acton Ontario, Canada					