

QUALITY WORK INSTRUCTIONS (QWI)

STORAGE AND SHIPPING

Document #: QWI-4
Revision #: 3
Effective Date: 12/2/09

1.0 OPERATIONAL INSTRUCTIONS

1. The Warehouseman ensures product is transferred to the proper storage area.
2. The Warehouseman is responsible for maintaining a neat and orderly warehouse to allow the needed floor space to properly store the product as it is manufactured.
3. The Q.C. Technician conducts Sulfur Analysis Procedures as required by the customer specification and records results in the Final Inspection Log Book.
4. The Quality Control Technician authorizes shipment. Release Sheet (Form 28) is completed for each load scheduled for shipment.

2.0 INCOMING INSPECTION

Warehouseman checks the number of pallets and designates proper storage space in the warehouse.

3.0 PROCESS CONTROL DOCUMENTATION

None required

4.0 IN-PROCESS INSPECTION / TESTING

Warehouseman matches the lot number, count, product, physical appearance of the load with the Release Sheet (Form 28) descriptions.

5.0 ACCEPT / REJECT CRITERIA

The completed Release Sheet (Form 28) signifies final inspection and acceptance of product.

6.0 CONTROL OF NONCONFORMING PRODUCT

Any nonconformance detected, the supervisor is notified. The supervisor initiates a Nonconformance/Corrective Action (Form 12).

7.0 GAGES / TEST EQUIPMENT

None

8.0 PRODUCT IDENTIFICATION AND TRACEABILITY

Lot numbers on several bags in each pallet of produced material were previously recorded in the In-Process Screen Log Book and the Final Inspection Log Book. Lot numbers refer to date of manufacture, etc.