

QUALITY WORK INSTRUCTIONS (QWI)

GENERAL RECEIVING

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1.0 OPERATIONAL INSTRUCTIONS

1. Warehouseman cross checks the number of bags of pallets unloaded off the truck with the amount indicated on the Bill of Lading and Purchase Order and notes the bag count and condition of shipment of the Bill of Lading.
2. The Plant Manager is responsible for cross checking the Certificate of Analysis (Form 35) with the specification sheet.

2.0 INCOMING INSPECTION

The Plant Manager assures that both the Certificate of Analysis (Form 35) and Bill of Lading match the incoming material (product name, lot number).

3.0 PROCESS CONTROL DOCUMENTATION

None

4.0 IN-PROCESS INSPECTION / TESTING

None unless directed by the Plant Manager or Q.C. Technician.

5.0 ACCEPT / REJECT CRITERIA

Material is accepted if it conforms to stated product specifications as listed in the *Raw Materials and Packaging Supplies* book and required paper work is in hand. Otherwise it is rejected and quarantined by the Plant Manager.

6.0 CONTROL OF NONCONFORMING PRODUCT

In the event of nonconformance, the supplier will be sent a Nonconformance/Corrective Action (Form 12), and the material will be identified with a hold tag (Form 10) and segregated, or returned to the supplier. If the paper work is incomplete, the supplier will be notified by phone or fax and given an opportunity to resubmit.

7.0 GAGES / TEST EQUIPMENT

None

8.0 PRODUCT IDENTIFICATION AND TRACEABILITY

Incoming product is stored in the raw material / inert materials warehouse.