

Annex E: SOP-Receipt of Solvents in Tank Tainers

Amino Chemicals

CONFIDENTIAL

Marsa Plant

STANDARD OPERATING PROCEDURE

Procedure	SOP-PR-022	Compilation date	09/10/06
Edition n°	4	In force since	16/10/06
Replace edition n°	3	Expiry date	15/10/08
Reason	Revision	Copy n°	4
Written by:	<i>h. T. A. S. h.</i>	Checked by:	<i>[Signature]</i>
Approved by:	<i>[Signature]</i> Plant Manager	<i>h. T. A. S. h.</i> Quality Assurance	

TITLE : "RECEIPT OF SOLVENTS IN TANK TAINERS"**Distribution list**

Original: Quality Assurance

Copies: Production Manager-Managing Director-Plant Manager-Quality Control

1. Purpose

The purpose of this procedure is to define the criteria for the receipt and unloading of solvents received in bulk.

2. Application field

Applies to raw material received in bulk and transfer to the underground tanks

3. Responsibility

It is the responsibility of the store keeper to register the material and to correctly indicate where the material is to be unloaded

It is the responsibility of the QC to sample the material according to the standard operating procedure SOP-QA-006

4. Procedure**4.1 Receipt of Bulk container**

- 4.1.1 On receipt of tank tainer the store keeper verifies that the material received is equivalent to what was ordered and verifies that seals of the tank tainer are intact.
- 4.1.2 The store keeper registers the material on the "Raw Material Registration book" assigning an internal batch number.
- 4.1.3 The store keeper issues the request for the analysis which is sent to the Quality Control Laboratory.
- 4.1.4 The store keeper issues the Quarantine label which is attached to the tank tainer.

4.2 Sampling

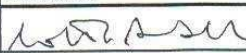
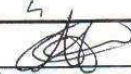
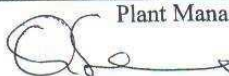
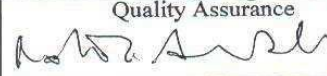
- 4.2.1 The Quality Control supervises the sampling carried out by the store keeper as indicated in the sampling procedure SOP-QA-006. The product is to be sampled from the top and from the bottom; however, before sampling, earth wire must be connected.
- 4.2.2 The Quality Control Laboratory also samples the solvent that is stored in the underground storage tank to verify that the old product is intact
- 4.2.3 The Quality Control performs the analysis according to the internal specifications and test methods.

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Written by:		Checked by:	
Approved by:	 Plant Manager	 Quality Assurance	

TITLE : "RECEIPT OF SOLVENTS IN TANK TAINERS"

4.3 Unloading

- 4.3.1 If the product is approved the QC issues an approved label.
- 4.3.2 The Quality Control gives the go-ahead to the store keeper to unload the product.
- 4.3.3 Once the product is unloaded, the store keeper labels the lines in production with the batch number assigned.
- 4.3.4 After unloading wash tank and used pipes with approx. 100lt of water and discharge into a drum and then loaded into the waste tank W21
- 4.3.5 Fill tank with nitrogen for 30 minutes; close the valves and seal them; unearth the wire(see 4.2.1) at the end of the operation.

5.0 Documentation:

When solvents are received and approved, a "Solvent Usage Sheet" is issued. A copy is attached to this procedure.

This registration sheet is divided in two sections. The first section contains the following information:

- Product
- Internal batch number
- Internal Product Code
- Quantity received
- Sheet Number
- Date

Where as the second section contains the following information:

- Date
- Quantity taken
- Used in (product and batch number)
- Tank Level (%)
- Signature

The Approved label issued by the Quality Control is to be attached to the "Solvents Usage Sheet".

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Edition n°	4	In force since	16/10/06
Replace edition n°	3	Expiry date	15/10/08
Reason	Revision	Copy n°	2
Written by:	<i>Robert Asse</i>	Checked by:	<i>[Signature]</i>
Approved by:	<i>[Signature]</i> Plant Manager	<i>[Signature]</i> Quality Assurance	

TITLE : "RECEIPT OF SOLVENTS IN TANK TAINERS"

Once all the solvents are used, or a new consignment of the same solvent arrives, the sheet is returned to the Production Manager who signs and files the document.

New Consignment

If a new consignment arrives and there is still solvent in the underground tanker, the mixture of old and new solvent is assigned a batch number, that of the new one.

Attachment:

Attachment 1: Solvent Usage Sheet

History:

- 10/01/2006 - Issue 2 replaces issue 1 procedure was due to expire and the procedure was updated to include the sampling of the stored solvent in the underground tanks.
- 01/06/2006 – Issue 3 replaces issue 2 procedure in order to include modifications related to safety issues.
- 09/10/06 Issue 4 replaces issue 3 to clarify the procedure.

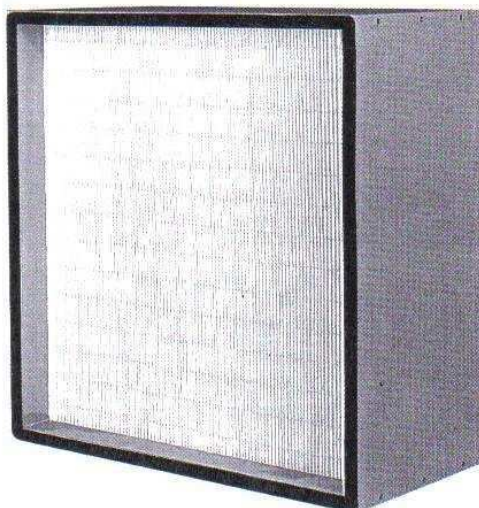
Annex F: Filter Details



RICCARDO SPASCIANI s.p.a.
Divisione Filtrazione Ambientale

ERISPRO

ABSOLUTE MINI-PLEAT FILTERS



EFFICIENCY

- ≥ 95% DOP **(H10)**
- ≥ 99,99% DOP **(H13)**
- ≥ 99,999% DOP **(H14)**

TECHNICAL CHARACTERISTICS

MEDIA

glass fibre paper

SEPARATORS

cotton threads with hot melt glueing

FRAME

TA = galvanized steel

TM = MDF (Medium Density Fibreboard)

GASKET

one piece cold moulded polyurethane

SEALANT

two components cold moulded polyurethane

EFFICIENCY

CODE

EUROVENT 4/4 EN 1822

CLASS

CLASS

AH ≥ 95% DOP at 0,3 µm

EU10

H10

ST ≥ 99,99% DOP at 0,3 µm

EU13

H13

SU ≥ 99,999% DOP at 0,3 µm

EU14

H14

TESTING

each filter individually tested according DIN 24184

TEMPERATURE

TA = 90 °C max.

TM = 80 °C max.

RELATIVE HUMIDITY

TA = 100% max.

TM = 90% max.

TYPICAL APPLICATIONS

Absolute air filtration in ducted systems. ERISPRO filters can be used as a valid alternative of the traditional deep folded filters

DPT 16	SONDA DIFFERENZIALE PRESSIONE CORRIDOIO 15 ESTERNO	Johnson C. PS9101-8503			Sopra controsoffitto corridoio 15 piano terra
DPT 17	SONDA DIFFERENZIALE PRESSIONE CORRIDOIO 16 ESTERNO	Johnson C. PS9101-8503			Sopra controsoffitto corridoio 16 piano primo
F1	PRE FILTRI PIANI EU4 EFF. 85% CDZ ACB MANDATA	Marca SPASCIANI mod. ERISOND n. 9 625*400*48			Uta ACB mandata
F2	PRE FILTRI PIANI EU4 EFF. 85% CDZ ACB MANDATA	Marca SPASCIANI mod. ERISOND n. 9 625*400*48			Uta ACB mandata
F3	FILTRI A TASCHE EU9 EFF.95% CDZ ACB MANDATA	Marca SPASCIANI mod. ERISFIL n. 6 592*592*292			*Uta ACB mandata
<i>ref filter</i> F4	PRE FILTRI PIANI EU 4 EFF. 85% CDZ ACB ESPULSIONE	Marca SPASCIANI mod. ERISOND n. 6 592*592*48			Uta ACB espulsione
F5	FILTRI A TASCHE RIGIDE EU9 EFF. 95% CDZ ACB ESPULSIONE	Marca SPASCIANI mod. ERISFIL n. 6 592*592*292			Uta ACB espulsione
<i>final</i> F6	FILTRI ASSOLUTI EU 14 EFF. 99.999% CDZ ACB ESPULSIONE	Marca SPASCIANI mod. ERISPRO n. 6 610*610*292			Uta ACB espulsione
F7	FILTRI ASSOLUTI TERMINALI H 14 EFF. 99.999%	Marca SPASCIANI mod. ERISLAM PA03SU00 mod. ERISLAM PA 55SU00	457*457*68 545*545*68	23 17	Diffusori di mandata terminali alle SAS e ai BOX

Annex F1: Fire & Evacuation Policy

STANDARD OPERATING PROCEDURE

Procedure	SOP- TS-004	Compilation Date	18/06/07
Edition n°	1	In force since	02/07/07
Replace edition n°	-	Expiry date	01/07/09
Reason	New SOP	<input type="checkbox"/> Copy n°	<input type="checkbox"/> Original

TITLE: "Plan of general factory evacuation"

Written by:		Checked by:	
Date:	11/06/07	Date:	18-6-07
Approved by:	Plant Manager		Quality Assurance
			
Date:	02-07-07		2-7-07

Distribution List

Original: TS

Copies: Managing Director – Plant Manager – Production Manager—Quality Assurance - Quality Control - Reception – All personnel (by affixing a controlled copy of the attachments on the board at the entrance)

1. Purpose

To define operational and organizational rules for general evacuation of all personnel present inside the factory

2. Application field

This SOP is applied to all the factory areas and involves all internal and external personnel present at Amino Chemicals premises at emergency time.

This SOP applies also to all interventions of containment of the emergency itself.

3. Responsibilities

The personnel responsible for the correct application of this procedure are:

- ❖ Managing Director
- ❖ Production Manager
- ❖ Quality Control Manager
- ❖ Quality Assurance Manager
- ❖ Production Assistants
- ❖ Shift leaders of the evening shift

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STANDARD OPERATING PROCEDURE

Procedure	SOP- TS-004	Compilation Date	18/06/07
Edition n°	1	In force since	02/07/07
Replace edition n°	-	Expiry date	01/07/09
Reason	New SOP	<input type="checkbox"/> Copy n°	<input type="checkbox"/> Original

TITLE: "Plan of general factory evacuation "

4.Role and Duties

❖ Managing Director (substitute Production Manager)

Takes care that personnel register to be used for verification at assembly point is updated every morning and this must contain the list of those present and those who are absent because on leave or sick leave

He also verifies that every variation in the organogram is noted

He solely has the duty of communicating with the local authorities in case information on the establishment and the employees are requested. For this reason nobody is allowed to give any information to the authorities about the establishment and its employees unless Managing Director has granted permission.

He consults with the person in charge of the evacuation

He identifies personnel present together with the person responsible of offices evacuation.

He must reassure and keep calm personnel and helps during gathering at assembly point.

❖ Person Responsible for Evacuation (production manager, HS coordinator substitute)

He must evaluate and coordinate all the necessary operation of evacuation and containment used during emergency.

During emergency he assumes the highest rank within the company.

He has the duty of giving the evacuation signal and to alarm external helpers pushing the proper button. He will tell receptionist to call 112(see attachment)

He gives orders to the area responsible persons. He shows escape paths on the base of the emergency area and of the possible containment actions

He consults with the Managing Director for possible communication to be given to authorities.

He activates the emergency state and he will notify when emergency state ceases.

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STANDARD OPERATING PROCEDURE

Procedure	SOP- TS-004	Compilation Date	18/06/07
Edition n°	1	In force since	02/07/07
Replace edition n°	-	Expiry date	01/07/09
Reason	New SOP	<input type="checkbox"/> Copy n°	<input type="checkbox"/> Original

TITLE: "Plan of general factory evacuation"

❖ Person responsible for office evacuation (QA Manager/QA Officer)

He must assure that personnel present in the offices, including guests and external workers are evacuated

He opens the main

He checks the list of company personnel and guests to verify who is present
Takes the emergency key of the main gate

Counts all the persons present at the assembly point together with the Managing Director)

Together with those having done first aid course, he will check if there are any injured person

❖ Person responsible for laboratory evacuation (QC Manager/Lab Manager)

He will evacuate of laboratory personnel

He takes care that laboratory is in safety conditions

Keeps with him emergency keys

Before leaving, inspects all the rooms close to the labs to see if anybody is present at ground floor

❖ Person responsible for production evacuation (HS-Production assistants)

He takes care that personnel are evacuated from production, drying, maintenance and store areas.

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Replace edition n°	-	Expiry date	01/07/09
Reason	New SOP	<input type="checkbox"/> Copy n°	<input type="checkbox"/> Original

TITLE: "Plan of general factory evacuation"

He will place machines in safety condition

Closes the all valves of underground solvents tanks

He makes sure that fork lifters are left without obstructing any gateway path

He closes all fire retardant doors before he leaves production area

He is at disposal of the person responsible of emergency for any containment action

❖ Shift Leader

During the night shift, the first hours of the morning and whenever superiors are not present, Shift leader must start evacuation signal and alarm external helpers pressing the required button that alarms factory responsible persons.

He makes evacuate all personnel present in the establishment putting machinery in safety mode.

Closes the all valves of underground solvents tanks

He makes sure that fork lifters are left without obstructing any gateway path

He is ready to help external helpers

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STANDARD OPERATING PROCEDURE

Procedure	SOP- TS-004	Compilation Date	18/06/07
Edition n°	1	In force since	02/07/07
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Reason	New SOP	<input type="checkbox"/> Copy n°	<input type="checkbox"/> Original

TITLE: "Plan of general factory evacuation"

5. Operating modules

Preamble:

Anybody noticing a possible situation of danger in a particular area must immediately inform the responsible of area.

If the responsible persons are not capable of handling the local anomaly and or emergency, they must immediately call the Person Responsible for evacuation.

Actions:

- 1) Priority is to alert the Person responsible for evacuation.
- 2) The Person responsible for evacuation evaluates the situation, activates alarm and calls for help pushing the emergency button
- 3) Person responsible for evacuation instructs reception personnel to make the redundancy call to emergency department (phone 112), according to plan (see attachment A)
- 4) After alarm is activated, all personnel responsible for his own area of competence start the evacuation.

Employees must stop their duty, place their equipment in safety mode and prepare to leave the building reaching the assembly in the fastest and tidy way; personnel must be ready for verification of presence.

Nobody is allowed to enter back in the building or move off the assembly point unless duly authorised by the Person responsible for the emergency.

- 5) At the assembly point personnel is counted and the each area responsible is at disposal of the Person responsible for the Emergency. Those who have followed First Aid and Fire fighting courses must also be at disposal of the Person responsible for the Emergency.
- 6) When emergency has ended, the Person responsible for the Emergency stops the alarm and advises area responsible persons that emergency is finished as well as about the possibility of re starting work activities.
- 7) In the case Emergency happens during evening shifts, the shift leader will have the duty of to evacuate the personnel, to push the alarm button, to call the 112 and the Person responsible for the emergency.

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Procedure Summary	Phase	Responsibility
Emergency during normal working morning hours		
Danger is notified to the Area responsible	1	All personnel
RE is immediately notified	2	All personnel
Emergency evaluation and notification of the general evacuation	3	Person responsible of the evacuation
-The Building is immediately evacuated by following the instructions according to the pertaining area and pertaining duties	4	- Person responsible of the evacuation
-VERIFICATION OF PERSONNEL PRESENCE		- Area Responsible
Alarm is put off and end of emergency is notified	5	Person responsible of the evacuation
Procedure Summary	Phase	Responsibility
Emergency during working evening hours or when Responsible persons are not present		
Danger is notified to the Area responsible	1	All personnel
Shift leader is immediately notified	2	All personnel
Emergency evaluation and notification of the general evacuation to emergency number 112, to the Persons responsible for Emergency	3	Shift leader
-The Building is immediately evacuated by following the instructions according to the pertaining area and pertaining duties	4	Shift leader
-VERIFICATION OF PERSONNEL PRESENCE		
Alarm is put off and end of emergency is notified	5	Person responsible of the building



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Attachment A

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Communication to be given when in case of emergency 112 has been called

- 1) Call emergency number 112
- 2) Clearly communicate your own name, name and address the company

**Amino Chemicals Chemical producer
A61, Industrial Estate Marsa LQA 06**

- 3) Communicate type of emergency:
(Fire - Toxic material escape)
- 4) **PLEASE SEND US IMMEDIATELY PEOPLE, WE NEED
HELP**

[Signature]

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Attachment B

2

Assembly Point

