



Procedure

UNUSABLE GOODS

AUTHOR

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| Quality Assurance Assistant | Signature..... |
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VERIFICATION

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| Quality Assurance Manager | Signature |
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AUTHORIZATION

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|---------------------------|------------------------------------|
| Quality Assurance Manager | Signature Date 22.04.2013 |
|---------------------------|------------------------------------|

Expiry date 22/04/2015



Re-Approvals Form

REAPPROVED ON _____
EXPIRES ON _____
QUALITY ASSURANCE _____

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0. Revision Matrix

| REVISION | DATE | UPDATE CARRIED OUT AND REASON FOR UPDATE |
|----------|------|--|
| 01 | | Date Rev. 00 Withdrawn |
| 02 | | Date Rev. 01 Withdrawn |
| 03 | | Date Rev. 02 Withdrawn |
| 04 | | Date Rev. 03 Withdrawn |
| 05 | | Date Rev. 04 Withdrawn |
| 06 | | Date Rev. 05 Withdrawn |
| 07 | | Date Rev. 06 Withdrawn |
| 08 | | Date Rev. 07 Withdrawn |
| 09 | | Date Rev. 08 Withdrawn |



1. Scope and Application

To prevent the use of unusable goods such as:

- a) Batches of REJECTED raw materials, intermediates and finished products;
- b) Returned products;
- c) EXPIRED products.

2. Responsibility

- Quality Assurance, with the help of Quality Control and Production Manager for the decision on the destination of unusable goods.
- Quality Assurance to issue the labels
- Warehouse for the physical management of the batches.

3. Procedure

- Until the destination decision, all batches of goods listed above shall be fitted with labels clearly indicating that they cannot be used and confined in special controlled access zones.
Also rejected products that require particular storage conditions have to be confined in these special controlled access zones.
Access to these areas is allowed by Quality Assurance and Warehouse personnel.
- QA, with the help of department managers involved (Quality Control, Production Manager), decide if the product is:
 - To be reprocessed;
 - To be destroyed, according to the current regulations on waste disposal.

Quality Assurance issues the respective labels and delivers them to the warehouse where they are attached to the batch in question by warehouse personnel.

- EXPIRED: TO DESTROY,
 - a. Expired goods must be destroyed;
 - b. Just prior to the expiration date, Warehouse requests these labels from QA which issues these labels, affixes them to the batch in question and transfers the goods in the designated, controlled rejects area.

4. Documentation

The labels required to carry out the steps in this procedure are described in warehouse specification M.SPC.001 and corresponding forms.