

<h1 style="text-align: center;">PACKAGES CONVERTORS LIMITED</h1> <p style="text-align: center;">Business Unit - FC</p>	Document type WORK INSTRUCTION
	Title SAMPLING AND TESTING PLAN FOR RAW MATERIAL

Prepared by Asad Javed Manager R&D&QA	Approved by Salman Fazlur Rehman BUMFC	PAGE 1 (4)	REV 18	DATE 01.07.2024	DOC NO. WIQA/BU-FC/8.2.4/01
------------------------------------------------	----------------------------------------------	---------------	-----------	--------------------	--------------------------------

Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:
Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:

1.0 PURPOSE:

To accept or reject a specific lot of raw material.

2.0 SCOPE:

This covers a procedure for obtaining a representative sample from a lot of paper, adhesive varnish, adhesives, fountain solution, anti set-off powder, Water based varnish used by the BU-FC and their testing.

3.0 REFERENCES:

Sr.No.	Reference Document	Doc. No.
3.1	Tappi	T-400 sp-02
3.2	Quality Plans	QPQA/BU-FC/01
3.3	Specifications	Raw Material Specifications
3.4	Test Methods	--
3.5	Labeling Plan	WIQA/BU-FC/7.5.3/01

4.0 DEFINITIONS:

4.1	MQA	Manager QA
4.2	I/c Lab	Incharge Laboratory (All Labs. under R&D and QA).
4.3	QAS	Quality Assurance Supervisor
4.4	LA	Lab Assistant
4.5	HSM	Head of Supply Management

5.0 PROCEDURE:

SR. NO.	ACTIVITIES	RESPONSIBILITY
5.1	SAMPLING	
5.1.1	PAPER/BOARD/FILM/FOIL:	QAS/LA
5.1.1.1	Do sampling in the under decision area (UDA) / Assigned area according to the sampling table. All the reels (one or more widths)/pallets of the same material, received under one purchase order, on a given day, from the same supplier, will be considered a single lot.	
5.1.1.2	Remove the upper layer of reel/pallet while taking the sample as it may contain dust etc.	
5.1.1.3	Cut the specimens with their edges parallel to the machine and cross directions for reels and take full sheet of board from pallet.	



<h1 style="text-align: center;">PACKAGES CONVERTORS LIMITED</h1> <p style="text-align: center;">Business Unit - FC</p>	Document type WORK INSTRUCTION
	Title SAMPLING AND TESTING PLAN FOR RAW MATERIAL

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
Asad Javed Manager R&D&QA	Salman Fazlur Rehman BUMFC	2 (4)	18	01.07.2024	WIQA/BU-FC/8.2.4/01

5.0 PROCEDURE:

SR. NO.	ACTIVITIES	RESPONSIBILITY
5.1.1.4	Take at least one meter long sample from a reel / one sheet from a ream/pallet and write down the necessary information (e.g., outside, supplier's name, material code name, sample number etc.) on it.	
5.1.1.5	Keep the samples flat and protected from exposure to sunlight, dust and moisture.	
5.1.1.6	Mark and re-wrap the pallets/reels/reams from which samples are drawn.	
5.1.5	ADHESIVE (BU-FC) / VARNISH / FOUNTAIN SOLUTION :	I/c Lab (Chemical)
5.1.5.1	Do sampling in the under decision area (UDA) / Assigned area according to the sampling table.	
5.1.5.2	Take at least 100 ml sample from the drum in a wide mouthed glass/ plastic bottle.	
5.1.5.3	Keep the samples protected from exposure to sunlight, dust and moisture.	
5.1.5.4	Mark and re-close the drums from which samples are drawn.	

5.0 PROCEDURE:

SR. NO.	ACTIVITIES	RESPONSIBILITY
5.1.6	ANTI SET-OFF POWDER	I/c Lab (Chemical)
5.1.6.1	Sampling of the materials that are packed in bags / drums will be done in the under decision area (UDA) / Assigned area according to the sampling table. However sampling of soapstone will be done from the truck / container before un-loading.	
5.1.6.2	For the materials that are not packed in bags / drums but are loaded in a truck / trolley, in loose form, at least three samples will be collected from different places.	
5.1.6.3	Collect appropriate amount of sample in a container and note the required information (e.g., truck no., product name etc.).	
5.1.6.4	Thoroughly mix samples and reduce aggregate sample to the desired size.	
5.1.6.5	Mark and re-close the bags / drums from which samples are drawn, wherever possible.	

5.0 PROCEDURE:

SR. NO.	ACTIVITIES	RESPONSIBILITY
5.2	TESTING	• I/c Lab, QAS/LA
5.2.1	Testing will be done according to the Quality Plans No. QPQA/BU-FC/01 &, Raw Material Specifications and Test Methods.	
5.2.2	Aggregate sample will be tested for materials as mentioned against serial # 5 5.1.5, 5.1.6.	



<h1 style="text-align: center;">PACKAGES CONVERTORS LIMITED</h1> <p style="text-align: center;">Business Unit - FC</p>	Document type WORK INSTRUCTION
	Title SAMPLING AND TESTING PLAN FOR RAW MATERIAL

Prepared by Asad Javed Manager R&D&QA	Approved by Salman Fazlur Rehman BUMFC	PAGE  3 (4)	REV  18	DATE  01.07.2024	DOC NO.  WIQA/BU-FC/8.2.4/01
------------------------------------------------	----------------------------------------------	-------------------	---------------	------------------------	------------------------------------

5.2.3	The materials for which aggregate sample is used for testing, if the test results of aggregate samples are not OK, the lot will be HELD otherwise RELEASED.	
5.2.4	For materials other than as mentioned in serial # 5.2.2, critical parameters of all the samples will be tested and for non-critical parameters at least one sample will be tested.	
5.2.6	The testing of paper / board will be done at $25 \pm 5^{\circ}\text{C}$ & $60 \pm 10\%$ RH and testing of all other materials will be done at ambient conditions.	
5.2.7		
5.3	REPORTING	
5.3.1	The reports will be prepared on respective test report proforma.	
5.3.2	The reports will be countersigned by I/c Lab.	• I/c Lab, QAS/LA
5.3.3	The reports will be sent to all concerned.	• I/c Lab.
5.4	RELEASING OF STOCK	• I/c QA Lab
5.4.1	Release / hold of the lot will be based on the results of the critical parameters only. The tolerance for parameters of the customer-supplied material will be the same as for the Packages purchased material, provided these are not mentioned in the supplier's data sheet.	• I/c Lab QAS/LA
5.4.2	On the basis of test report, stickers of "RELEASED", or "HOLD" will be pasted on each reel / drum / ream / bag according to the labeling plan No. WIQA/BU-FC/7.5.3/01. Palletised labelling is permissible, if required. In case material is stacked in such a way that stickers can't be pasted on each reel / drum / ream / bag, one sticker representing the lot will be pasted and store keeper will be responsible to save/display the sticker till stock of that consignment is finished.	• HSM
5.4.3	For raw materials against which COA is provided by supplier, QA/R&D will define the status of the lot on receiving of COA. No material will be issued from stores until its status has been declared.	

## 6.0 ASSOCIATED DOCUMENTS

- QUALITY TEST REPORTS FOR RAW MATERIALS

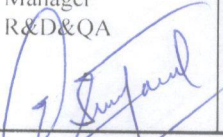
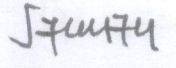
Table

### SAMPLING PLAN

LOT SIZE	SAMPLE SIZE	ACCEPTANCE NUMBER	REJECTION NUMBERS
N	n	Ac	Re
2 - 25	3	1	2
26 - 150	5	1	2
151 - 1200	6	1	2
1201 - 35000	8	1	2
35001 and over	13	2	3

WHERE:

<h1 style="text-align: center;">PACKAGES CONVERTORS LIMITED</h1> <p style="text-align: center;"><b>Business Unit - FC</b></p>	Document type <b>WORK INSTRUCTION</b>
	Title <b>SAMPLING AND TESTING PLAN FOR RAW MATERIAL</b>

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
Asad Javed Manager R&D&QA	Salman Fazlur Rehman BUMFC	4 (4)	18	01.07.2024	WIQA/BU-FC/8.2.4/01
					

N = Lot size  
n = sample size  
Ac = acceptance number  
Re = rejection number

**SPECIAL INSTRUCTIONS:**

1. The chemicals / reagents, required to prepare the stock solutions used for the testing of critical parameters, will be re-ordered longer of either one month prior to finish or when the quantities sufficient for one more batch are left.
2. If the test results of aggregate sample are OK the lot will be released otherwise it will be HELD.