



Air Products and Chemicals
INC.

CALVERT CITY PLANT
INTEROFFICE MEMORANDUM

To: H. Ortega

Date: 6 December 1982

From: B. L. Rose

Copies: R. E. Varilek

Re: PVC QUALITY CONTROL POSITION

As you requested, attached is a list of the major responsibilities for the PVC Quality Control position as I perceive the position. During the time that I had the position, I was assigned most of the attached responsibilities as they related primarily to copolymer resins. I was not involved in any aspect of the raw materials related responsibilities.

B. L. Rose

BLR:pdd

Attachment

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PVC QUALITY CONTROL POSITION

1. Coordinate the overall Calvert PVC Plant Quality Control Program and maintain current QC Manual.
 - a. Approved specifications and/or guidelines be established and documented.
 - b. Sampling policies, procedures and schedules be planned and documented.
 - c. Analytical requirements and procedures be specified.
 - d. Container standards and material handling procedures be established.
2. Provide technical assistance to the PVC plant.
 - a. Recommend changes to improve the manufacturing quality, efficiencies and reduce cost.
 - b. Maintain essential statistical quality control data and charts.
 - c. Report daily quality trends and quality problems.
 - d. Issue monthly PVC quality control report.
3. Maintain control of finished PVC product inventory.
 - a. Isolate PVC resin types by quality grades and package as required.
 - b. Provide a direct communication channel for the Business Area.
 - c. Schedule and coordinate the available resin inventories with PVC sales requirements.
 - d. Issue monthly PVC Shipment Quality Report.
4. Coordinate the PVC plant customer complaint program.
 - a. Investigate plant related customer complaint and issue reply reports in timely manner.
 - b. Recommend appropriate changes to prevent recurrence.
 - c. Issue quarterly plant related customer complaint summary reports.
5. Coordinate PVC raw materials program.
 - a. Maintain daily and monthly accounting of total raw materials utilization.
 - b. Write purchase orders to secure raw materials.
 - c. Assure that raw materials meet quality requirements.
 - d. Issue raw materials accounting and efficiency reports.

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6. Assist in standardizing the PVC laboratory procedures and improving the laboratory efficiency.

- a. Represent Calvert on PVC test procedure adoption committees.
- b. Assist in auditing the laboratory on yearly basis.
- c. Recommend new equipment and instrumentation.

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