**ABC IODIZED SALT INDUSTRY**

**PRODUCTION STANDARD OPERATING PROCEDURE (SOP)**

**Prepared By: Production Department**

**Reviewed By: Production Manager**

**Approved By: General Manager**

**June, 2020**

**Approval (GM)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  | **Signature** | **Approval Date:** | **Revision Date** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 1 of 13** |

**Table of Content**

|  |  |  |
| --- | --- | --- |
| S/N | Title  | Page  |
| 1. | Abbreviations and Definitions | 2 |
| 2. | Objective | 5 |
| 3. | Scope | 5 |
| 4. | Process Owner/Responsibility | 5 |
| 5. | Procedure  | 6 |
| 7. | Brief Description about production  | 10 |
| 8.  | Annexes * Critical Control Point Recording Format
* Process parameters recording format
 | 1619 |

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 2 of 13** |

1. **ABBREVIATION AND DEFINITION**
	1. **ABBREVIATION**
* FIFO – First In First Out
* FSMS – Food Safety Management System
* GHP – Good Hygienic Practice
* GMP – Good Manufacturing Practice
* GM – General Manager
* HACCP – Hazard Analysis Critical Control Point
* ISO – International Organization for Standardization
* IW – Industry Worker
* OF – Operating Format
* OP – Operating Procedure
* PD – Production Department
* QA – Quality Assurance
* QCD – Quality Control Department
* TD – Technique Department

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 3 of 13** |

* 1. **DEFINITION**
* **Correction:** is an action to eliminate a detected non-conformity
* **Corrective Action:** is anaction to eliminate the cause of a detected non-conformity or other undesirable situation. It also includes cause analysis and is taken to prevent reoccurrence.
* **Customer:** organization or person that receives a product.
* **Food Safety Hazard:** is thebiological, chemical or physical agent in food, or condition of food, with the potential to cause an adverse health effect.
* **Inspection:** is the conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging
* **Monitoring:** is conducting a planned sequence of observations or measurement to assess whether the control measures are operating as intended.
* **Nonconformity:** is the non-fulfillment of a requirement.
* **Procedure:** is specified way to carry out an activity or a process.
* **Process:** is a set of interrelated or interacting activity which can transform inputs to outputs.
* **Prevention Action:** is an action to eliminate the cause of a potential nonconformity or other undesirable potential situation
* **Product:** is the result of the process
* **Requirement:** need or expectation that is stated, generally implied or obligatory.
* **Quality:** is thedegree to which a set of inherent characteristics fulfills the requirements
* **Quality Characteristics:** inherent characteristic of a product, process or system related to a requirement.
* **Supplier:** organization or person that provides a product.
* **Test:** is the determination of one or more characteristics according to a procedure.
* **Traceability:** ability to trace the history, application or location of that is under consideration
* **Validation:** is obtaining the evidence that a control measures managed by the HACCP plan and by the operational prerequisite programs are capable of being effective.
* **Verification:** is confirmation, through the provision of objective evidence, that the specified requirements have been fulfilled.

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 4 of 13** |

1. **OBJECTIVE**
* The aim is to enable the execution of every activity from the raw materials receiving to final production in a guided and consistent manner.
1. **SCOPE**
* The scope is limited to the activities taking place in the production processes starting at raw material receiving, storage and delivery of the respective products.
1. **PROCESS OWNER/RESPONSIBILITY**
* The responsible person for the execution of the production procedure is the production head, production supervisor, operators and all industry workers.

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 5 of 13** |

1. **PROCEDURE**

**5.1 Step Description**

|  |  |  |
| --- | --- | --- |
| **S/N**  | **Step** | **Description**  |
|  | Receive Order/enquiry | * The marketing personnel should establish the main contact for customer inquiries and determines:
* Requirements specified by the customer, can be met, which may include the requirements for delivery and post-delivery activities
* Regulatory & regulatory requirements related to the product can be met
* Additional requirements if necessary, determined as necessary by the organization based on experience, knowledge and history of the product.
* The raw material delivered as per contract review procedure.
* All proposals and contracts are reviewed prior to the submission of the organization’s commitment to supply a product to the customer to ensure that:
* Product requirements are defined and accepted
* Contract or order requirements differing from those previously expressed are resolved and accepted
* The organization has the ability to meet the defined requirements.
* The delivery schedule and pricing has been agreed too.
* Any use of the subcontractors has been pre-approved
* Any special skill or training of personnel has be identified
* Where the customer provides no documented statement of requirements, the customer requirements are confirmed before accepting the order.
* Any contract change, order amendments, specification changes, product requirements, or delivery variations to an existing order or contract, are subject to the contract review above.
* The changes received for the customer are clearly identified, documented and formally amended. Once all of the documentation has been formally approved, copies are immediately forwarded to the respective departments and or sub-contractors for implementation.
* Records of the results of the review and actions arising from the review are maintained.
 |

**\**

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 6 of 13** |

|  |  |  |
| --- | --- | --- |
| **S/N** | **Step** | **Description**  |
|  | Check Raw Material Stock  | * The Property Administration should check raw product stock is available and also check raw material preservation kept, including raw material identification, handling, packaging, storage and protection
* The receiving and dispatch of the raw materials are controlled by process documentation. Storage areas should be clearly separate according to the materials, process use and status.
 |
|  | Purchase of raw materials | * The general manager should review and approve the purchase order and the requirements before they are sent out.
* The team for the evaluation and choosing of suppliers should establish criteria for how to evaluate and choose suppliers based on the suppliers ability to provide the raw materials that meet the order specifications, especially raw material food safety and quality requirements.
 |
|  | Receive and Inspect raw material  | * The purchasing personnel should check the raw materials purchasing information clearly describe on the purchase orders, the raw material being ordered including specifications on how the raw materials are approved for the purchase, required competence of the personnel, and food safety requirements.
* The QC Head and Production Manager should inspect and verify that the purchased raw materials are adequate and meet the purchase specifications according to purchased product verification procedure and decide whether the product is acceptable or not.
* If the inspection result is acceptable, the raw material will be received by the relevant production division for the manufacturing the product. If the inspection result is not acceptable, an enquiry will be raised by the purchasing main division to the supplier for resolving the problem.
 |
|  | Manufacture the product | * The production department manager should plan and organize the production schedule under controlled condition with:
* The availability of documented information that describes the product cxs,
* The availability of work instruction and procedures,
* The use of suitable and safe equipments,
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 7 of 13** |

|  |  |  |
| --- | --- | --- |
|  |  | * The availability and use of monitoring and measuring devices,
* The implementation of monitoring and measuring of the delivery standards
* Clear and unambiguous workmanship standards for the production process personnel,
* The implementation of the release and delivery of the activities,

The requirements for establishing controlled conditions includes any associated equipment, process or personnel that interface with the production process  |
|  | Inspect & Complete Tests | QC set the requirements for raw material or intermediate products for suppliers and monitoring their compliance. * The QC personnel should inspect and test the product at each convenient production process steps throughout the production processes. Inspection and measurement status of the product at each stage is recorded; product release for packing is determined by inspection and testing results where the criteria for fulfilling the requirements and release are determined by the quality control personnel according to the industry QC procedure.
* The production manager should arrange for validation of processes for production when deficiencies are identified after the product is in use, and when the validation is required, the team should define the criteria for:
* Review and approval of the process,
* Approval of the equipments used,
* Competence of people who operates the process,
* Specific methods and procedures used,
* On-going assessment of the process validation,
* Records to be kept,

The food safety team should be established and has been develop and established a procedure for validation, verification, and reassessment of processes for product realization to demonstrate that the operation of processes achieve the planned results. * Whenever test and inspection results throughout the manufacturing process shows that a product do not fulfill the requirements, the PD should carry out the documented non-conforming product handling procedure to identify the non-conforming products and make sure that they are not used by accident. The documented procedure defines who is responsible for deciding what to do with bad product and one of the following three actions must be taken:
1. Fixing the product as if the problem never happened,
2. Ask the customer to accept it, perhaps in new terms,
3. Discard it or clearly mark it as unsuitable for its original use. The non-conformities record should be kept
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. POP/001** | **Issue Date: June 2020** |
| **Title: Production Standard Operating Procedure** | **Issue No.1** | **Page 8 of 13** |

|  |  |  |
| --- | --- | --- |
|  | Carry out non-conforming product handling procedure | The food safety team has already developed and established a procedure for validation, verification, and reassessment of processes for the product realization to demonstrate that operation of processes achieves the planned results even if we do not have as such risk level.* Whenever test and inspection results throughout the manufacturing process shows that a product does not fulfill requirements, the PD should carry out the documented non-conforming product handling procedure to identify the non-conforming products and make sure that they are not used by accident. The documented procedure defines who is responsible for deciding what to do with bad product and one of the following three actions must be taken:
1. Fixing the product as if the problem never happened,
2. Ask the customer to accept it, perhaps in new terms,
3. Discard it or clearly mark it as unsuitable for its original use. The non-conformities record should be kept
* The QC personnel’s should re-inspect any corrected products according to the procedures for new products, and the production personnel should mitigate potential loses, perhaps by recall, from any product that has been found to be defective after release to the customer.
* Production and technique manager should establish a procedure where appropriate to identify a product and determine what specifications pertain to it as it moves through the manufacturing and delivery. Records of the inspection and measurement of the status of the product must be kept; individual products or batches of products must have unique serial identification records for traceability
 |
|  | Pack and Transfer to store | The PD should pack and transfer products to finished product store confirming products fulfilling the requirements* Check that the products are stored with pallets, and spacing from roof and walls for ease of inspection
* Storage system implements FIFO principle
* record of production (Bin and Stock Card Data)
 |
|  | Check stock of finished product | * The Property Administration should check finished product stock is available and also preserves the conformity of product during internal processing and delivery to the intended destination. This preservation includes identification, handling, packaging, storage and protection
* All products should be handled from receiving to delivery, by methods that effectively prevent any damage in accordance with written procedures. Process equipment, and other special product handling tools, should be regularly inspected and maintained to prevent any product damage.
 |
|  | Confirm delivery details/raise delivery notes  | * The property administration personnel should preserve the products, including identification, handling, storage, packaging and protection until the delivery to the customer.
* The industry is responsible for the product after final inspection and testing, unless otherwise specified by the customer. Any special method or product delivery requested by the customer is specified in their purchase order and agreed upon in the contract review stage.
* Finally, the marketing personnel should confirm delivery details of the product an raise the delivery notes.
* The marketing personnel should monitor the end customers’ opinion of the product and determine how to gather and use the information.
 |

**5.2 Process description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Process Steps**  | **Process Description**  | **Input**  | **Output**  | **Control measure** |
|  | Raw material receiving  | * The incoming raw salt, potassium iodate and packaging materials shall be checked for their safety and quality before purchase
* Unfit input for production shall not be purchased
* The purchased inputs shall be hold on their respective storage rooms until production
* The purchased inputs shall be tested for their quality and safety before production
* Suspect inputs shall be on-hold until corrective actions or decisions are taken
* Inputs which fulfil the requested criteria shall be transferred to the production room
 | Raw salt and KIO3 | Checked and approved Raw salt and KIO3 | M.C, Impurity, color, NaCl, Insoluble matter |
|  | Damping  | * Raw salt is damped in a concrete silo using labor or loader and constantly transported to 1st washing step using belt conveyor after passed through sieve.
* Remove the solid wastes and impurities retained by the screening
* Properly pile and store the used/emptied PP bag
* Keep the cleanness and hygiene of the dumping room, chute and equipment/facilities
* Clean hands are an absolute necessity for producing clean product.
* Utilize nearby lavatories (toilets) and paper towels to keep hands clean
 | Salt with varying particle size  | Salt with similar particle size  | Sieve RPM  |
|  | Magnetic Separator  | * Large ferromagnetic impurities are removed using magnet installed right above the belt conveyor
* Check the attraction power of the magnetic separator
* Periodically clean the metals held by the magnetic separator (clean every one hour)
 | Raw salt with large ferrous impurity  | * Raw salt
* Large ferrous impurity
 | Magnet attraction power  |
|  | Hand picking  | * Non salt impurities like gypsum, calcium carbonate, sewing thread, coarse salt and rope removed by hand picking.
* Two workers one at the bottom and other at the end of belt conveyor are assigned to do the cleaning
 | Raw salt with non-salt impurities  | * Raw salt
* Non-salt impurities
* Rope and sewing thread
 | Visual inspection  |
|  | Brine pond preparation  | * Raw salt is dissolved in water with proportion of **31 gm salt per liter of water** and made ready for the first washing.
* **Brine Pond,** Remove the floating scum and settling mud and check the brine concentration periodically
 | Ground water Salt  | * Brine
 | Salt Concentration  |
|  | 1st washing  | * Remove any pieces of foreign materials visible or adhering
* Raw salt coming from the concrete silo is washed with brine from the pond.
* Finally the brine goes back to the pond.
 | Raw salt free of non-salt impurity  | * 1st washed salt with lower water soluble impurity
* Brine
 | Sodium chloride concentration  |
|  | 1st hydro-milling | * At this stage the size reduction is done using roller mill with constant addition of brine from the brine pond
 | Coarse washed salt | * Finer salt with lower water soluble impurity
 | Particle size  |
|  | 2nd washing  | * Secondary washing is done using brine from the brine pond
* The overflowing brine is pumped back to the brine pond.
 | 1st washed and milled salt  | * Salt solution free from impurity
 | Sodium chloride concentration |
|  | 2nd hydro milling  | * Particle size of completely washed salt is reduced once again using roller mill with even smaller clearance of rollers with constant addition of brine from the brine pond.
* Finally, the brine goes back to the brine pond.
 | 1st washed and milled salt  | * Fine washed salt
 | Particle size  |
|  | 1st agitation and homogenization | * Clean salt from 2nd hydro mill goes into 1st agitator.
* Brine from 1st hydro-cyclone is constantly feed into the agitator.
* The agitator prevents settling of salt (make homogenized solution) which makes next step impossible if the agitation is omitted.
* Pump the solution to the hydro cyclone
 | Salt slurry and brine | * Saturated and homogeneous salt solution
 | Homogeneity  |
|  | 1st Hydro cyclone separation  | * The water content of washed salt saturated salt solution is reduced using hydro-cyclone.
* Overflowing brine is from this unit is feed to the 1st agitation mixer. And salt concentrated salt slurry is collected in the slurry tanker.
* Send the slurry via gravity flowing
* Transport the brine return to the agitation and homogenization tank
 | Saturated salt solution  | * Refined salt with low moisture content
* Brine
 | Moisture content |
|  | Slurry Concentration  | Salt slurry after 1st hydro-cyclone separation is collected in the slurry concentration tanker  | Non-concentrated salt solution  | * Concentrated salt slurry
 | --- |
|  | 2nd Agitation  | Secondary agitation is done by adding back flowing brine from 2nd hydro-cyclone. | * Concentrated salt slurry,
* Brine
 | * Saturated salt solution
 | Homogeneity |
|  | 2nd Hydro cyclone separation | * Secondary water content reduction of saturated salt solution is reduced done by using hydro-cyclone.
* Over-flowing brine from this unit is feed to 2nd agitation mixer. And concentrated salt slurry feed to centrifuge.
 | Non-concentrated salt solution | * Semi-solid salt solution
* Brine
 | --- |
|  | Centrifuging  | * Separate and filter the salt by centrifugation
* At this stage the moisture or water content of refined salt is further reduced to 3-4% moisture
* Send the brine over flow the brine pond
 | Super saturated salt solution  | * Semi solid salt
* Brine
 | Moisture content |
|  | Dissolving the potassium iodate  | * Dissolve the potassium iodate based on the ratio 1 kg solid KIO3 mixed with 21 liter of water to 125 quintal. Solubility of 1 kg KIO3 needs 21 liter of water at room temperature
 | * Potassium iodate
* Tap water
 | * Potassium iodate solution
 | Concentration  |
|  | Iodization  | * Iodine Fortification is done by spray system as semi solid salt pass through screw conveyor right before fluid bed dryer **(COMMON SALT will be produced at after iodization before FBD. TABLE SALT production will be commenced after this step)**
 | * Potassium iodate solution
* Semi-solid salt
 | * Semi solid iodized salt (iodine content 30-40 mg/kg or ppm tested by ES 313)
 | Iodine content  |
|  | Fluidized Bed Drying  | * Blow the air, pass through the filter and heat via electrical heater
* Semi solid salt is passed through fluidized bed dryer (FBD) so that the moisture content of salt is reduced to its final limit
* Dry the salt by hot air blown
* Control the temperature and time of drying (125 ± 5 oC with 3 to 5 minutes).
* Screen the oversize to the desired product granulation
 | Semi-solid iodized salt  | * Dried salt
 | Moisture content  |
|  | Screening  | Salt powder from fluidized bed dryer is sieved through rotating screen. Fine salt is packed after passing through magnetic separator and the course salt is sent the mill  | Coarse dried salt  | * Dried salt which 100% pass through 1mm sieve
 | Particle size  |
|  | Magnetic separation  | * Fine ferromagnetic impurities less than 2 mm size are removed as they pass through magnetic separator.
* Check the attraction power of the magnetic separator
* Periodically clean the metals held by the magnetic separator at least every one hour
 | Salt with particle size less than 1 mm | * Salt free from 2mm ferrous impurity
* Fine ferrous impurity
 | Attraction power of the magnet  |
|  | Milling  | Coarse salt from rotating sieve is milled and passed through sieve and made ready for packaging  | Coarse salt above particle size of 1 mm  | * Fine salt with particle size of less than 1 mm
 | Particle size  |
|  | Packaging and storage  | * Finally finished product is packed according to customers’ requirements and regulatory requirements
* The product stored in cool and dry place
 | Fine iodized salt  | * Packed salt
 | Sealing quality, Net weight and Other quality parameters |

**Preoperational check points (Before the machine is set into operational, the following should be checked):**

* Check that there is nobody on the machine moving parts
* Check that all the machine parts are closed
* Check the cleanness of the machines
* Check that all machines are adjusted properly and ready for operation
* Check electric connections

**Follow up actions**

* Make sure that every equipment is functioning correctly and material is flowing smoothly
* Make sure that all the works are done hygienically
* Check the efficiency of the machines
* Control handling of the products and by-products
* Make the machine and working area always clean
* In case if there exist any failure or abnormality, inform the respective maintenance crew.
* Ensure the work instructions are completely followed

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. RF/001** | **Issue Date:** **June 2020** |
| **Title: Critical Control Point (Chemical)** | **Issue No.3** | **Page 1 of 1** |

|  |  |  |
| --- | --- | --- |
| **HAZARD TYPE**  | **Critical Control Point (CCP1)** | **CRITICAL LIMIT** |
| Chemical | Iodine Content in Final Product  | 30 – 40 ppm |

**Prepared By: Reviewed By: Approved By:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. OP/002** | **Issue Date:** **June 2020** |
| **Title: Critical Control Point (Biological)** | **Issue No.3** | **Page 1 of 1** |

|  |  |  |
| --- | --- | --- |
| **HAZARD TYPE**  | **Critical Control Point (CCP2)** | **CRITICAL LIMIT** |
| Biological  | Fluidized Bed Drier temperature  | 125 ± 5oC, 3 – 5 min |

 **Prepared By: Reviewed By: Approved By:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ABC Company Logo** | **Company Name: ABC Iodized Salt Industry** | **Doc. No. OP/003** | **Issue Date:** **June 2020** |
| **Title: Critical Control Point (Physical)** | **Issue No.3** | **Page 1 of 1** |

|  |  |  |
| --- | --- | --- |
| **HAZARD TYPE**  | **Critical Control Point (CCP3)** | **CRITICAL LIMIT** |
| Physical  | Magnetic Separator  | 2 mm (Maximum) |

**Prepared By: Reviewed By: Approved By:**

**PROCESS PARAMETERS MONITORING RECORD FORMAT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **SOP #** | **Process Step** | **Parameter Measured**  | **Specification (ES or ISO)**  | **Result**  | **Recorded by (name)** | **Signature**  | **Remark** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**General Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**