

Attachment 1

TYPES OF DOCUMENTATION FOR RECORDS AUDIT

1. Raw material supplier data
 2. Raw materials summary sheet
 3. Inventory ledger (incoming)
 4. Consolidated raw material storage tanks report
 5. Raw material and finished product storage sheet
 6. Reactor daily log sheet
 7. Supervisor's shift log sheet
 8. Supervisor's daily summary log sheet
 9. Transfer (vessel to vessel or drums) sheet
 10. Loss report
 11. Product inventory summary sheet
 12. Consolidated loading (outgoing) report
 13. Quality control (product) sheet
 14. Bill of lading (outgoing)
 15. Shipment summary
 16. Waste manifest (outgoing)
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