



Alpha Chemical Ltd. Responsible Distribution® Manual

Element 1 Code of Practice - General

Each member company shall have written policies, standards, and procedures, which govern all aspects of the Responsible Distribution of Chemicals, Chemical Products, and Services. Responsibility shall be clearly defined for generating, implementing, auditing and updating them, and for taking corrective action. These policies, standards, and procedures shall meet or exceed all applicable laws and regulations in letter and in spirit.

Chemicals, chemical products, and services will not be distributed unless this can be done in accordance with this code.

In order to implement the Code of Practice ALPHA CHEMICAL will undertake the following steps:

1. ALPHA CHEMICAL will appoint a Responsible Distribution® (RD) Coordinator. The Responsible Distribution Coordinator will be responsible for the following:
 - Generating APHA CHEMICAL's policies, standards and procedures that meets or exceeds all known applicable laws & regulations. (Refer also Code Item 2.7)
 - Implementing these policies, standards and procedures under the guide of the President.
 - Continually reviewing the policies, standards and procedures to ensure they are current and fully represent the operations of the company.
 - Arranging to have these policies, standards and procedures verified by a third party.
 - Undertaking corrective action, as determined on the policies, standards and procedures and on their implementation.
 - Maintaining a complete documentation record of all changes.
 - Ensuring that no product is introduced into the system until all requirements are met.

2. ALPHA CHEMICAL will appoint an Occupational Health and Safety (OH&S) Coordinator for the facility. The Coordinator will be responsible for the following:
 - The monitoring, recording and evaluation of the health, safety and environmental requirements for the location.
 - The setting up and ongoing operation of a joint employee and management health and safety committee.



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3. ALPHA CHEMICAL will appoint a Quality Assurance Administrator for the facility. The Administrator will be responsible for the following:
- The preparation, maintenance and documentation of the Alpha Chemical Quality System.
 - Assisting in the operation of the Responsible Distribution Manual application.
 - The management of the MSDS system.
 - The upkeep of records of the above and any others as further defined in this Manual.

Procedure(s) Title & No: #1-Organization & Authority Chart
#2-Record Keeping & Corrective Action
#3-Verification of Responsible Distribution Manual & System

Form (s) No. A 1 Incident & Near Miss Report
A 2 Monthly Inspection
A 6 Product Introduction & Information Report
A 3 Annual Inspection
A 7 Corporate Policies Check List
A 18 Request for Changes to Manuals & Procedures
A 24 CAR – PAR Form

Self Assessment Forms: # n/a

Other Documents: Information Bulletin # 1 Responsible Distribution
2 Responsible Distribution & Product Stewardship