

PROCEDURES

For Submitting Deviations through CALBase

When submitting a request to TechniCAL to evaluate a Deviation through CALBase, please follow these procedures:

Steps in CALBase:

1. First, navigate to <https://calbase.tcal.com>
2. Click “Deviations” on the top menu.
3. Click the blue “plus box” to submit a new deviation.
4. Fill in all the information, including:
 - Hold Number
 - Date of Deviation
 - Product Involved in the Deviation (select from your facility’s products)
 - Formula Involved in the Deviation (select from that product’s formulas)
 - Retort the Deviation Occurred in (select from your facility’s retorts)
 - Retort Number, Batch/Cycle Number, and Production Code
 - Quantity of Containers on Hold
 - Deviation Type
 - What Actually Happened in the Deviation
 - What Corrective Action was Taken
 - Any other information may be entered as well
5. Upload any supporting documentation regarding the deviation
6. Click “Submit Deviation”