
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Cleaning-Maintaining-Auditing of RCF	Number: R13-PR-100-022	
	Owner: Jeff Hill	Revision: 01	
	Effective Date: 06/10/2013	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to explain how the RCF Warehouse is cleaned, maintained, and audited.

2.0 Scope

This procedure applies to the daily and weekly cleaning and maintenance of the RCF Warehouse. This procedure also applies to the monthly audit of the RCF Warehouse.

3.0 Responsibility

The Shift Supervisor is responsible for ensuring that this procedure is followed by the expeditors and warehouse personnel. Expeditors and warehouse personnel are responsible for following this procedure. Inventory team is responsible for auditing the RCF warehouse monthly for accurate inventory.

4.0 Definitions

Expeditor – The individual that brings raw material between Repackaging and the RCF Warehouse.

5.0 Safety Considerations

All forklift drivers are required to be certified. Steel toed shoes are required at the RCF warehouse.



Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

6.0 Materials/Equipment

- Forklift
- Broom
- Appropriate Garbage Bin

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7.0 Procedure

Cleaning Responsibilities:

Daily: When the Expeditor is finished loading or unloading a truck, the floor must be swept. Dispose of the garbage in the proper bin.

Weekly: Every Friday the garbage bin must be emptied. If the bin is full before then, the bin will be emptied and disposed of in the proper bin and emptied again on Friday.

Daily and weekly cleaning is recorded on *RCF Cleaning and Maintaining Checklist (R13-PR-100-F022a)*.

Maintenance Responsibilities:



1. A rotating system for in-coming and out-going raw material is in place to control dust build up on pallets in inventory and is recorded on *RCF Cleaning and Maintaining Checklist (R13-PR-100-F022a)*.
2. The rotating system removes the oldest inventory to be expedited first, then the inventory that has been received more recently.
3. When unloading a truck, if the expeditor receives a pallet of raw material that is already in stock, the old pallet is placed in front of new pallet. This is the proper way to rotate stock. The first product in is the first product to go out.
4. Open boxes of in-coming raw material cannot be accepted. All open boxes from Repackaging are now stored at Repackaging on shelves in the middle warehouse in a designated area.
5. When any product is placed on hold, place the product into the Quarantine/Quality area.
6. *Forklift Checklist (R12-FM-100-003)* must be completed before operating the forklift.

Auditing RCF:

1. The first day of each month an inventory count of all material stored at the RCF warehouse is conducted.
2. A physical count by the inventory team is done to ensure the count that is in the computer system matches what is at the RCF warehouse. Counts are recorded on *RCF Inventory of Cartons (R13-PR-100-F022b)* and *RCF Inventory of Pouches (R13-PR-100-F022c)*.

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8.0 Reference Documents

RCF Cleaning and Maintaining Checklist (R13-PR-100F022a)

Forklift Checklist (R12-FM-100-003)

RCF Inventory of Cartons (RCFR13-PR-100-F022b)

RCF Inventory of Pouches (RCFR13-PR-100-F022c)

9.0 Change Information

Changed Owner

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