



## 1.0 Purpose

The purpose of this procedure is to provide guidelines for activities that should be performed every morning before production at the Repackaging facility begins.

## 2.0 Scope

This procedure applies to the daily opening of the Repackaging Facility.

## 3.0 Responsibility

Supervisor and Repackaging Manager are responsible for performing this procedure.

## 4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net and standard safety attire for the area.

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.

## 5.0 Materials/Equipment



N/A

## 6.0 Procedure

1. Turn on the plant floor lights located next to the front office and unlock the employee entrance.
2. As you walk into the plant, main salt hopper on your right pull both red E-stop buttons for the elevator and screw.
3. Go to each manual line and turn power on and turn on all the manual date coders.
4. Turn on both air compressors and both air dryers (located by the bay door closest to Auto #2) by turning the black knob on the control panel from the red position to the green position.
5. Go to Auto #2 control panel and turn the red e-stop button until it pops out, turn the key to RST, press the green power on button wait until it lights up, and enter the code 1111 and turn the key to set up.
6. Walking from the manager's office toward the Auto#2 Pouch, do the following:
  - a. The first control box has a black flip switch it needs to be set on Auto.

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	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Opening of the Repackaging Facility</b>	Number: <b>R13-PR-200-025</b>	
	Owner: <b>Mary Masters</b>	Revision: <b>1</b>	
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- b. To the right of the black flip switch is a white drive box. Above the white drive box is a gray box with a handle that needs to be pushed up to power the drive box below.
  - c. The next gray box has a black button which needs to be set to Hand.
7. Go to the Auto #1 pouch machine screen and turn the E-stop knob and push the power button and enter code 1111.
8. Go to the Auto#1 pouch machine digital scales hanging to the right of the pouch machine and push the power button.
9. To the right of carton machine #1 against the wall turn on the #3 air compressor and air dryer.
10. Update the daily run list.
11. Make a list of materials and fragrances needed to make it through the day for the expediter to get.
12. Make sure you have the proper paperwork on each line for start up.
13. Make sure all the date codes are changed and correct on all machines and tapers before starting.
14. Make labels for the lines that need labels on the product.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

Procedure put on to proper template

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