



## GILES CHEMICAL ~ PREMIER MAGNESIA

### Company Procedure

Title: **Update Lot Number for Pallet Labels**

Number: **R14-PR-100-060**

Owner: **Tony Turner**

Revision: **0**

Effective Date: **09/01/2015**

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### 1.0 Purpose

The purpose of this procedure is to provide guidelines for changing the lot number that should be performed daily before production at the Repackaging facility begins.

### 2.0 Scope

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

### 3.0 Responsibility

Supervisors 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. Follow the steps outlined in *Closing of the Repackaging Facility (R12-PR-200-026)* to shut down the facility.
2. Select the Giles Pallet Control card.
3. Double click the Pallet Lot Number object.
4. Click on Repack to highlight it
5. Click on the change pencil
6. Key the new Lot Number
7. Click on Update

### 7.0 Reference Documents

*Closing of the Repackaging Facility* (R12-PR-200-026)

### 8.0 Change Information

New Procedure

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