	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
	Product/ Line Set - Up	Page : 1 of 3	Revision : Date : 11/21/2008
	Author: Clark Williams	Job Specific	

Responsibility: Lead Operator

Safety: Follow all safety rules and wear the appropriate PPE

Purpose or Objective: The purpose of this procedure is to ensure that the correct product is being packed per customer requirements and that it is being packed with proper date code and corrugated in the correct box.

Procedure:

1. Operator and crew will clear the line of all product material that was currently being used.
2. Operator and crew will have the forklift operator bring new product to be ran up to the line and begin making adjustments to the machine and tape machine in order to run the product.
3. Operator will seek out a Lead Operator to obtain new date code for product about to be run and make the changes to the date codes on the machine and tape machine.
4. Operator and crew will check materials brought to the line to make sure the proper raw materials are on hand.
5. Operator will utilize the attached checklist to aid them in completing all these tasks.
6. Once machine is set up, Operator will have a lead Operator inspect the date code and raw materials then authorize production to begin. Once the Lead Operator has watched product begin production, he or she will sign off on the LINE SET-UP FORM, and retain for inclusion into the Quality Manager's daily paperwork folder.
7. Quality Department will maintain LINE SET-UP forms for a period determined by the Quality Manager.



GILES CHEMICAL
COMPANY POLICY / PROCEDURE

Product/ Line Set - Up

Page : 2 of 3

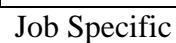
Revision :
Date : 11/21/2008

Author: Clark Williams

Job Specific

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

[illegible]