
	<b>PREMIER MAGNESIA - GILES CHEMICAL</b>			
	<b>COMPANY PROCEDURE/FORM</b>			
	<b>INVENTORY REMOVAL</b>	Page : 1 of 4	Revision : 01 Date : 09/30/2011	
	Author: Stacy Lindsey	Plant: Waynesville & Greendale	Area: Safety	

**Safety:** N/A

**Purpose:**

The purpose of this procedure is to ensure any material given to an employee by Giles Chemical for personal use is properly logged for inventory purposes. Material can include Epsom Salt, Scrap Metal, Pallets, Tools, etc.



**Any employee who removes any material without approval from Giles Chemical shall be subject to disciplinary action, up to and including termination and notification to authorities.**

**Procedure:**

1. Any employee who uses/or is given Giles Chemical property must have approval from their supervisor and the supervisor of the area from which the material is going to be removed.
2. Material Removal Request form must be completed and include the following:
  - Name of employee
  - Description of material
  - Quantity of the material
  - Date material was taken
  - If material is being used and then returned, the Area Manager is responsible for recording the return date.

Information from the completed form is to be transferred to an Excel spreadsheet and/or Log Book by the Area Manager for inventory purposes.

3. Area Manager must submit a copy of the Material Removal Request form to the Director of Manufacturing for the purpose of a three-point check.

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## Material Removal Request

**Employee** \_\_\_\_\_

**Description of Material** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Quantity** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date of Return if Needed** \_\_\_\_\_

**Authorizing Signature** \_\_\_\_\_

**“THE GOODS OR MATERIAL PROVIDED TO THE EMPLOYEE HERUNDER ARE PROVIDED FREE OF CHARGE AND FREE OF ANY AND ALL WARRANTIES OF ANY KIND WHATSOEVER. THE GOODS ARE PROVIDED “AS-IS, WHERE IS” AND NO EXPRESS WARRANTIES OR IMPLIED WARRANTIES ARE OFFERED INCLUDING BUT NOT LIMITED, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. THE COMPANY ASSUMES NO LIABILITY FOR THE USE OR DISPOSAL OF THE GOODS OR MATERIAL FURNISHED HEREUNDER AND THE EMPLOYEE HEREBY WAIVES ANY AND ALL CLAIMS WHATSOEVER AGAINST THE COMPANY FOR ANY INJURIES OR DAMAGES RELATED TO OR ARISING OUT OF THE USE OR DISPOSAL OF SUCH GOODS OR MATERIAL FURNISHED HEREUND”**

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## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
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## COMPANY PROCEDURE/FORM

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Area:

## Safety

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