	GILES CHEMICAL		
	COMPANY PROCEDURE		
	On-Site Visitor Procedure	Page : 1 of 4	Revision : 02 Date : 09/16/2010
	Author: C. Mooney General Awareness		

Any unnecessary visits should be avoided. Auditors for Quality or Safety shall be approved by the Quality/Safety Manager.


The term "Visitor" will include any and all visitors to any and all Giles locations. Vendors, sales people, personal visitors and any other visitors will report through main office entrance for facility in question. Contractors, repairmen, and truck drivers will be allowed to report directly to side plant entrance at lower warehouse area at the Main Plant and to the front office of other facilities.

Vendors, sales people, and any other authorized visitors:

1. All vendors, sales people, personal visitors and any other visitors will sign-in and will be escorted by the appropriate personnel to the appropriate area (Office, Meeting Room, or Plant Area).
2. Each person will be required to obtain a "visitor badge" Visitor Badge will contain a designated number on the front and general safety rules on the back.
3. Each visitor will sign the log-in sheet which will contain their name, time they entered building, person they are seeing, and badge number. Badge number must match person on Log Sheet.
4. The Badge will be clipped to clothing. If the visitor is required inside the plant, safety glasses are required at all times. If visitor is going to be outside designated safety area steel shoe toes are required.
5. The Badge should remain visible at all times.
6. Appropriate party will be notified to escort the visitor to the plant, his or her meeting or work area.
7. Upon completion of job assignment or meeting appropriate party will insure that all visitors sign-out on the log sheet and return their badge (and safety glasses).
8. In the event of an evacuation of the building the Production Manager or Lead Operator will take Log Sheet in manufacturing area. Human Resources Manager (CSR Manager in the absence of HR Manager) should take the log sheet when exit the building (if possible) in the office area.
9. The Human Resources Manager will use the log book to perform roll call to insure that all visitors and personnel have been safely evacuated from the offices or in absence the CSR Manager will perform duty.
10. No Cell Phone Cameras, Camcorders, Audio or Video Cameras are to be used in the manufacturing area unless approved by appropriate area manager.
11. Personal Visitors in manufacturing area must be previously approved by President or Director of Manufacturing.
12. Please refer to Giles Chemical Evacuation Procedure for facility to review properly leaving the building in the event of an emergency.

Contractors, repairmen and truck drivers will report to the side plant entrance near the lower warehouse at the main plant and front office of the other facilities. Contractors and repairmen will only be allowed inside any Giles Chemical plant, warehouse, and back lot, packaging or manufacturing area if they are escorted to their work site. Personal visitors are not allowed inside any Giles Chemical plant, warehouse, back lot, packaging or manufacturing area at any time unless authorized. . All personal visitors must report to the front office.

1. At Main Plant, all contractors, repairmen and truck drivers will report to the side plant entrance near the lower warehouse and ring the bell for assistance. All other facilities contractors, repairmen and truck drivers will report to main office of the facility.
2. Safety glasses are required within the plant, if the Contractors, repairmen and truck drivers don't have them, they must be obtained from the Giles employee.
3. Giles employee will have each visitor complete the sign-in log sheet, located near the warehouse Operator's desk at the Main Plant and in the main office at all other facilities.
4. Visitor tags must be worn by all visitors (Badges are found in the visitor sign-in book)
5. All truck drivers will follow the "clock in" procedure.
6. The Giles Employee will escort the visitor to his or her work area.
7. Upon completion of job assignment all visitors should exit through the lower warehouse door or front office, sign-out on the log sheet, with the time of their departure and they must return their safety glasses and badges to the holding receptacle.

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	On-Site Visitor Procedure	Page : 1 of 4	Revision : 02 Date : 09/16/2010
	Author: C. Mooney General Awareness		

8. In the event of an evacuation of the building the Production Manager or Lead Operator should take the sign-in log with him when he leaves the building (if possible).
9. The Production Manager or Lead Operator will use the sign-in log in the roll call to insure that all contractors, repairmen and personnel have been evacuated from the building.
10. The HR Manager (CSR Manager in absence of HR Manager) and Production Manager will communicate after the roll calls to insure all people are accounted for – by runner or cell phone.
11. No Cell Phone Cameras, Camcorders, Audio or Video Cameras are to be used in any area of the facility unless approved by appropriate manager.
13. Please refer to Giles Chemical Evacuation Procedure for facility to review properly leaving the building in the event of an emergency.

*A "lead contractor" may sign-in his entire crew. He can also sign them out in the afternoon.



**GILES CHEMICAL
COMPANY PROCEDURE**

On-Site Visitor Procedure

Page : 1 of 4

Revision : 02
Date : 09/16/2010

Author: **C. Mooney**

General Awareness

TRAINING DOCUMENTATION

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**GILES CHEMICAL
COMPANY PROCEDURE**

On-Site Visitor Procedure

Page : 1 of 4

Revision : 02
Date : 09/16/2010

Author: **C. Mooney**

General Awareness

Revision Number	Revision Date	Revision Author	Revision Description
00	09/22/2005	CM	New Document
01	05/04/2009	PT	1. Added: around the warehouse at Operator's Desk to line #3 in second section 2. Added new line for 4: Visitor tags must be worn by all visitors. (Badges/Stickers are found in the visitor sign-in book).
02	09/16/2010	SL	-Revised whole procedure