
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Closing of the Repackaging Facility	Number: R12-PR-200-026	
	Owner: Kim Williams	Revision: 03	
	Effective Date: 11/18/14	Page: 1 of 2	

1.0 Purpose

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

2.0 Scope

This procedure applies to the daily 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. Stop all production at least 30 to 45 minutes before the end of shift.
2. Make sure there is no more salt left in any of the hoppers.
3. Using the air hoses blow out all the machines from top to bottom.
4. Turn off all power to machines, tapers and conveyors.
5. Sweep the floor of production area.
6. Empty all trash cans.
7. Weigh all wheel barrows, record data.
8. Empty all unrecoverable salt into the dumpster.
9. Empty all recoverable salt into a super sack.
10. Attach purple *Recovered Product Form (R13-FM-100-061)* to the super sack.
11. Each placard should be filled out with the lot number, the weight of the super sack, the date, and checked either rework or reprocess. Then have a QA/QC personnel sign.

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12. All full reprocess super sacks can be loaded on a salt trailer to be returned to the Manufacturing facility, make sure a transfer sheet is filled out showing all returns.
13. All paperwork should be done and placed in Managers office before leaving for the night.
14. Pick up all cardboard from floor and place in the large boxes provided.
15. Make sure all tools are put in the correct place.
16. Clean all restrooms and take out the trash.
17. Clean break areas and take out the trash.
18. Make sure all doors are locked both inside and out.
19. Make sure all dock doors are down and locked.
20. All lights need to be turned off throughout the building.
21. Both the key lock and the code lock should be locked on the front entrance.

7.0 Reference Documents

Recovered Product Form (R13-FM-100-061)

8.0 Change Information

Added the *Recovered Product Form* to the procedure.

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