
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Start-Up/Change Over	Number: R12-PR-100-003	
	Owner: Jeff Hill	Revision: 02	
	Effective Date: 05/23/13	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to help identify the correct methods to produce an order correctly.

The operator will be provided with the all the information to make sure the pouches/cartons, boxes, fragrance if needed, expiry date or salt lot number for the pouch/carton and box are correct. If fragrance is needed, a weight of the barrel will need to be taken at the beginning and end of the order. Document the weight and the barrel number on the Start-Up/Change over Form.

2.0 Scope

A Start-Up/Change over Form is performed daily.
This procedure applies to the Giles Repack facility.

3.0 Responsibility

The Shift Supervisor will distribute the form each morning at start-up and/or the beginning of a change over. The shift supervisor is responsible for giving the correct information to the lead operator for the Start-Up/Change over Form to be completed correctly. The lead operator is responsible for the completion of the form and the product being produced.

4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net, and standard safety attire for the area. Individuals who are sensitive to scented salt product must inform their supervisor. Individuals who are working during production of scented salt must take extra precaution when handling product. Working with scented salt, all employees must wear gloves.



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

- Start-Up/Change over Form
- Letters and numbers for the expiry date stamper
- Fragrance barrel
- Weight scale for barrel, for fragrance test, and to weigh pouches and cartons.

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6.0 Procedure

1. The operator must make sure the line is completely cleared of all prior product components and fragrance.
2. The operator must verify the pouch/carton is correct by matching the CPU# and any other information with the barcode on the pouch with the CPU # and any other information with the barcode on the Start-Up/Change over Form.
3. The operator needs to verify that the pouch/carton expiry date or salt lot number is correct by matching the information on the Start-Up/Change over Form with the information on the pouch/carton.
4. The operator needs to verify that the box salt lot number is correct by matching the information on the Start-Up/Change over Form with the information on the box.
5. The operator needs to verify that the barrel of fragrance is correct by matching the information on the Start-Up/Change over Form with the information on the barrel.
6. Before hooking up the fragrance barrel, the barrel needs to be weighed and the weight documented on the Start-Up/Change over Form. Once a barrel is removed that barrel needs to be reweighed. Document all weight information on the Change over form. Every barrel for the order must be weighed.
7. The loader needs to know the correct pallet configuration. The information is located on the Start-Up/Change over Form.
8. Once everything is set and the operator is ready to run, the operator, supervisor, and/or quality needs to sign the Start-Up/Change over Form. The shift Production Supervisor and/or Quality Unit need to verify that everything is correct.
9. The Change Over form is to be given to the shift Production Supervisor once the order is complete or at the end of the production day.
10. If the line is instrumented with weight checkers, then the Scale Information Breakdown section needs to be filled out in its entirety from the information on the weight checker screen.

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7.0 Reference Documents

Appropriate Start-Up/Change over Form for Product.

Each item ran has its own unique number on the form, for example: R12-CO-100-001. The “CO” within the document number stands for Change Over

8.0 Change Information

- Added section 6.10 due to new equipment.
- Up-dated doc to reference Start-Up/Change Over Form and removed reference for documents; P12-PR-100-F003a, b, & c

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