	GILES CHEMICAL		
	COMPANY PROCEDURE		
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Personnel responsible:

Maintenance will be responsible for checking the operability of the emergency lights on a quarterly basis

Safety equipment:

All safety glasses and appropriate safety apparel is to be worn at all times. This includes wearing the appropriate protection for working at heights above six feet.

Summary:


This procedure shall be followed when checking the emergency lights for operability.

Procedure to check Emergency Lights

1. Each emergency light has a check on/off switch to the side of the light. The light should be checked for operability.
2. When accompanied by an exit sign, the exit sign should be lit and viewable.
3. All lights will be checked on a rotating basis during the following months: February, May, August, and November.

Location of emergency lights/exit signs

1. Exit sign and lights between upper warehouse and filter press room
2. Emergency lights located in upper warehouse (Quantity of two, one in each aisle)
3. Emergency exit/lights located in maintenance shop
4. Emergency lights between two large filter presses
5. Emergency exit/lights located above door to acid unload station in the digester room first floor
6. Emergency exit/lights located above door to Mgo silos in the digester room first floor
7. Emergency lights located on wall of engineer office in Production Room first floor
8. Emergency lights above office/time clock in production room first floor
9. Emergency exit/lights above door to creek pumps in production room first floor
10. Emergency lights above door to sewer/water recovery line in production room first floor
11. Emergency exit/lights above door in lower warehouse for receiving
12. Emergency exit/lights above door at docks in lower warehouse
13. Emergency lights in condensation room on fourth floor digester room above vacuum #1
14. Emergency exit above hallway outside President's office in administration offices
15. Emergency lights above door leading to time clock in administrative offices
16. Emergency light on second floor above stairs in administrative offices
17. Emergency lights in office outside server room on second floor in administrative offices
18. Emergency lights in server room on second floor in administrative offices
19. Emergency light in laboratory offices on second floor in administrative offices
20. Emergency exit/lights in boiler room above door between boiler and storage room.
21. Emergency light in boiler room between boilers
22. Emergency exit/lights above door in break room.
23. Emergency exit/lights in front office above door.

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- 24. Emergency light in MgO (silo) house.
- 25. Emergency light above stairs on 3rd. floor at #3 vacuum.
- 26. Emergency light behind the peco tank 2nd. Floor in digester room.
- 27. Emergency light above door in Recovery Room.
- 28. Emergency light beside dust collector on second floor .
- 29. Emergency light in women's bathroom in Administrative offices



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TRAINING DOCUMENTATION

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Revision Number	Revision Date	Revision Author	Revision Description
00	12/03/2007	RW	New Document
01	09/16/2008	RW	Added steps 21-25
02	09/30/2008	RW/SL	Added steps 26-27, Placed on new procedure format
03	05/08/09	Rdw	Added emergency lights in bathroom and boiler room between boilers