
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company FORM</b>		
	Title: <b>Daily Clean Up for Manual Lines</b>	Number: <b>R12-PR-100-F018</b>	
	Owner: <b>Thomas Evans</b>	Revision: <b>03</b>	
	Effective Date: <b>5/1/17</b>	Page: <b>1 of 1</b>	

## Manual Line Cleaning Log

Manual lines are cleaned according to the *Repackaging Cleaning Procedure (R13-PR-100-034)*.

Check each block below as the line is being cleaned. Lead Operator must verify that the line is clean before signing. By signing; you are verifying that the line is clean and ready for use. After cleaning is complete turn the sign off sheet in to your supervisor.

Manual Line #1 <input type="checkbox"/>	Manual Line #2 <input type="checkbox"/>	Manual Line #4 <input type="checkbox"/>
Shift #1 <input type="checkbox"/>	Shift #2 <input type="checkbox"/>	Shift #3 <input type="checkbox"/>

### Non-critical Contact Points:

- ☐ Cleaned fill table with diluted Dawn detergent and then wiped it down with a damp rag.
- ☐ Took the guide plates off the sealer and blew all salt and debris out with compressed air.
- ☐ Cleaned the sealer with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
- ☐ Cleaned the sealer conveyor belt with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
- ☐ Cleaned the packing table with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
- ☐ Used compressed air to blow off the taper, wiped it down with a damp rag and changed the tape roll (if needed).
- ☐ Cleaned up all nonconforming pouches and disposed of salt following the *Rework and Reprocessing of Salt* procedure (*R12-PR-100-007*).
- ☐ Swept the area around the machine to clean up all debris.
- ☐ Ensure the auger filler and adjustment bolts are in place

### Critical Contact Points:

- ☐ Ensured the big bell was empty.
- ☐ Removed fill funnel, small auger and collar. Washed each with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
- ☐ Cleaned storage container with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
- ☐ Put funnel into clean storage container.
- ☐ Blew out Hopper #1/ Hopper #3 with compressed air and sprayed it with Isopropyl alcohol while it was empty.
- ☐ Posted correct ID sign (RED-Not Clean, GREEN-Cleaned for USP, and BLUE-Cleaned for Tech Grade) stating the condition of the machine.

Comments:

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ I hereby verify that this line is clean, has the correct ID sign posted and is ready for use

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: QA Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.