



## GILES CHEMICAL ~ PREMIER MAGNESIA

### Company Procedure

Title: **Year End Consumption of Salt "FIFO"** Number: **SC17-PR-100-001**

Owner: **Freda Swanger**

Revision: **00**

Effective Date: **05/18/17**

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### 1.0 Purpose

The purpose of this procedure is to establish an acceptable program for the handling of Year End Salt Consumption that will allow the facilities to be compliant with Yearly Consumption Reporting. All current year salt is to be consumed by 01/31/YY.

### 2.0 Scope

This procedure needs to be performed for all Year End Salt and all the Following Year Salt. This procedure applies to all Manufacturing, Repackaging, and Warehouse facilities.

### 3.0 Responsibility

- All Supervisors, Leads, Warehouse operators and Production operators are responsible for this procedure.

### 4.0 Safety Considerations

- Steel toed shoes and safety glasses are required at a minimum in all warehouse areas.
- Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment or community.

### 5.0 Materials/Equipment



- Forklift

### 6.0 Procedure

1. On January 1<sup>st</sup>, @ 1am Main Plant ships salt to Giles Place Warehouse with colored placards.
2. On January 1<sup>st</sup>, Repack gets salt from trailers & Giles Place Warehouse (prior salt).
3. Inventory Control Manager will coordinate with Warehouse staff and truck driver on all prior salt shipments to and from Manufacturing facilities until prior is salt consumed.
4. Prior year salt will have white placards and current year salt without looking at each barcode?
  - a. Prior year salt will have white placards
  - b. Current New Year Salt will have *colored placards*
  - c. Once Quality Manager, Manufacturing facilities Plant Manager's and Inventory Control Manager agrees that all prior year salt has been consumed Main Plant will then start using white placards for all current year salt.
5. Salt information will be updated in XA
6. All salt is labeled and scanned to warehouse location for traceably, accuracy
7. All salt stored and shipped to production should be followed by FIFO.

### Controlled Document

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## 7.0 Reference Documents

- Document. R12-FM-100-006 (Incoming Salt Inspection Form)
- Document: Giles Product/Stock Transfer Sheets

## 8.0 Change Information

New Document.

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