

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Fragrance Dosing	Page : 1 of 3	Revision : 00 Date : 06/11/2009
	Author: Clark Williams	Job Specific	

Objective

Provide guidelines for changing the fragrance or fragrance dosing percentage in Repack scented salt production.

Scope

Repack facility

Responsibility

Giles President, Giles Business Manager, Repack Plant Manager, ESP Plant Manager, Lead Operators.

Procedure for changing the dosing percentage

1. Only the President of Giles Chemical Premier has the authority to change the fragrance dosing percentages in the scented salt produced at repack and at ESP.
2. In the absence of the President, the Giles Chemical Premier Business Manager has this authority.
3. This authority must be in writing. At the time authorized, Plant Managers of the respective plant will ensure that the blank operator paperwork used during production for previous dosing specifications are destroyed and that new paperwork reflecting the new dosing percentage is completed before the next run of that fragrance.
4. Lead Operators will conduct a meeting to go over the changes in dosing percentage and will have employees sign the agenda showing they understand and will comply with changes. Once completed, Lead Operator will set up the new percentages in the pumps and have hands on training with operators showing them the new dosing in the beakers that measure the fragrance.
5. Lead Operators will continue using the Bill of Materials (BOM) and current procedures to guide them in ensuring the proper drum and fragrance is being used for the product being ran.



**GILES CHEMICAL
COMPANY PROCEDURE**

Fragrance Dosing

Page : 2 of 3

Revision : 00
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Job Specific

TRAINING DOCUMENTATION

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