
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Opening of the Repackaging Facility	Number: R13-PR-200-025	
	Owner: Ken Jarrell	Revision: 2	
Effective Date: 06/22/2018		Page: 1 of 1	

1.0 Purpose

The purpose of this procedure is to provide guidelines for activities that should be performed every morning before production at the Repackaging facility begins.

2.0 Scope

This procedure applies to the daily opening of the Repackaging Facility.

3.0 Responsibility

Supervisor, Shift Coordinators, and Repackaging Manager are responsible for performing this procedure.

4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net and standard safety attire for the area.

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

N/A

6.0 Procedure

1. Turn on the plant floor lights located next to the front office and unlock the employee entrance. Then go to the left back corner of the plant floor make sure the employee entrance to break room is unlocked.
2. Go into middle warehouse turn on the light switches located at pedestrian walkway. Make sure the hot box is on, switch is on far right side of hot box. Walk into the upper warehouse turn on lights at top right side of ramp. Go to the shipping area unlock employee entrance.
3. Update the daily run list.
4. Hand off the updated run list to Birthing operator and expediter for materials needed that day. Make sure you have all the proper paperwork on each line for startup.
5. Make labels for the lines that require them on finished product.
6. Make sure all the date codes are changed and correct on all machines then sign off on all paperwork.

7.0 Reference Documents

N/A

8.0 Change Information

Update: 5-year review

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