

	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 Buisness 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 ESP.
2. In the absence of the President, the Giles Chemical Premier Buisness Manager has this authority.
3. This authority must be in writing. At the time authorized, Planta 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 employees sign the agenda showing they understand and will comply with changes. Once completed, Lead Operator will set up the new percentages in the pumpls and have hands on training with operators showing 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
Date : 06/11/2009

Author: **Clark Williams**

Job Specific

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

