



1.0

Purpose

The purpose of this procedure is to provide instruction on how the maintenance flag board system is to be used.

2.0 Scope

A tracking log implemented to enhance the communication between machine operators and maintenance personnel. The system will alert maintenance of immediate issues with a particular machine and help to prioritize importance when multiple machines are down. It will provide a clear release from maintenance back to production when repairs have been completed and the machine is safe to run.

3.0 Responsibility

Maintenance Personnel and Lead Operators

4.0 Safety Considerations

Observe all manufacturing safety requirements: Safety glasses and steel toed shoes.

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

Flag Board Downtime Log, (M16-PR-200-F062)

6.0 Procedure – (Applies to All Lines)

Operator:

- Machine Operator walks to information area breezeway beside employee entrance. Flag Board Downtime Log is posted in this area. (M16-PR-200-F062)
- Machine operator fills in information on log sheet for the “Line”, “Operator Time Reported”, and “Operator Reason for Down”
- This is the only information to be filled out by the machine operator
- Alert maintenance personnel of machine down

Maintenance:

- Maintenance personnel will come out and check the board for description of issue from the operator
- Maintenance enters in the start time of work on machine
- Maintenance repairs are completed

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GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Flag Board Procedure**

Number: **M16-PR-200-062**

Owner: **Thomas Evans**

Revision: **0**

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- Maintenance enters in the end time of work completed on machine
- Machine is released back to production
- Maintenance enters in the description of repairs completed or parts that need to be ordered to complete the repair
- Maintenance enters their initials
- At the end of day Maintenance will gather the sheet and file
- A new log will be started each day

7.0 Reference Documents

Flag Board Downtime Log (M16-PR-200-F062)

8.0 Change Information

New Document

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