
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Auto Scent Weight Check	Number: R12-PR-100-005	
	Owner: Brook Vaughn	Revision: 02	
	Effective Date: 08/31/16	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to limit the down time for checking fragrance weight. The operator will check the barrel weight instead of the fragrance weight.

2.0 Scope

This procedure applies to all scent weight checks performed on the Auto Machines.

3.0 Responsibility

This procedure is to be done by the lead operator. The operator is responsible for assuring the weight of the barrel decreases the correct amount.

4.0 Safety Considerations

If a fragrance weight needs to be performed, the operator must wear gloves with the other proper PPE attire.

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



- Fragrance barrel
- Fragrance barrel scale
- Digital screen for the scale to indicate the weight
- Black or blue ink pen.

6.0 Procedure

1. Fragrance weight checks will happen at the start and end of shifts, end of first breaks, and end of lunch breaks and are recorded on the appropriate fragrance weight sheet for the product being run.
2. The operator is to check the barrel weight every 500 pumps of fragrance. The number of pumps of fragrance is on the counter box located above the barrel scale screen. The barrel weight should drop in accordance with the dosing chart shown on the *Auto Scent & Weight Check Form (R12-PR-100-F005)*.

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3. When there is a change over to a different product or a fragrance barrel change the count of 500 starts over. At the beginning of a new product and at the change of a fragrance barrel there MUST be a check of fragrance weight. The weight must be recorded on the appropriate *Fragrance Weight Sheet* and/or *Changeover Sheet* for that product.

4. If the weight of the barrel is not in the specific target weight after 500 fragrance pumps the operator MUST check the fragrance weight.

5. If the weight of the barrel falls into the projected weight only check the fragrance weight as indicated in the first step.

7.0 Reference Documents

<i>Auto Scent & Weight Check Form</i>	<i>(R12-PR-100-F005)</i>
<i>Fragrance Weight Sheet</i>	<i>(specific to product)</i>
<i>Changeover sheet</i>	<i>(specific to product)</i>

8.0 Change Information

Removed reference to a form that never existed; updated with correct form.
 Clarified step 3 of procedure.
 Updated header & changed owner.

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