	GILES CHEMICAL		
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Objective

Provide guidelines for activities that should be performed every day after production at the Repack facility ends.

Scope


Repack facility

Responsibility


Repack Manager, Machine Operator, and Maintenance

Procedure

1. Stop production 30 minutes before the end of the day. Feed all of the salt from the last super sack through the machines. Cover hopper with slip sheet.
2. Turn all of the power source switches (grey boxes in front of the U part of the conveyor) to the "Off" position.
3. Clean out any machine that has been used for production that day.
4. Sweep the floor of the Repack facility.
5. Take the trash out to the dumpster by the truck loading bay.
6. Clean up the break room.
7. Make any changes necessary to the machines so they will be ready for production the next day.
8. Turn off the air compressor (located by the truck loading bay) by turning the black knob on the control panel from the green start position to the red stop position.
9. Turn off the oil pump (located by the truck loading bay) by turning the black knob on top of the machine to the "Off" position.
10. Turn off the chiller circulation pump by pressing the red "Stop" button above the fire extinguisher (located by the truck loading bay).
11. Turn off the chiller by flipping switches #1 and #3 to the "Off" position (to the left) in the breaker box labeled Panel C (located by the truck loading bay).
12. Turn off the heater by flipping switch #1 to the "Off" position in the breaker box labeled Panel B (located by the truck loading bay).
13. Collect the Poucher and Carton Weight Variance Sheets, the Poucher and Carton Supersack Log Sheets, and the Poucher and Carton Production Summary Sheets.
14. Count the number of super sacks used by collecting all of the manila ID tags.
15. Count the total number of cartons used.
16. Count the number of pallets produced, both cartons and pouches.
17. Calculate the time of each employee. (Obtain the sheet from the filing tower behind the Repack Manager's desk).
18. Fill out the Daily Report.
19. Make copies of the Super sack Log Sheets, the Carton and Pouch Weight Variance Sheets, and the Daily Report.

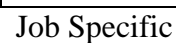
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20. Place the original copies of the Super sack Log Sheets, the Carton and Pouch Weight Variance Sheets, and the Daily Report in the folder labeled “Main Office Paperwork” found on the wall in the front office.
21. Staple the copies of the Super sack Log Sheets, the Carton and Pouch Weight Variance Sheets, and the Daily Report to the time sheet and the print outs of the pouch machine (See Pouch Operations). Place these sheets in the tall filing cabinet.
22. File the Carton and Pouch Production Summary Sheets in the tall filing cabinet.
23. Check all of the doors in the plant to make sure they are locked.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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