



|  |  |                                 |   |
|--|--|---------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b> |                                 |  |
|  | <b>Company FORM</b>                      |                                 |   |
|  | Title: <b>Daily Clean Up for Auto #1</b> | Number: <b>R12-PR-100-F017a</b> |   |
|  | Owner: <b>Lee Cagle</b>                  | Revision: <b>02</b>             |   |
|  | Effective Date: <b>06/19/14</b>          | Page: <b>1 of 1</b>             |   |

## Auto #1 Cleaning Log

Auto lines are cleaned according to the ***Repackaging Cleaning Procedure (R13-PR-100-034)***.

Check each block below as the line is being cleaned. Lead Operator must verify that the line is clean before signing. By signing; you are verifying that the line is clean and ready for use. After cleaning is complete turn the sign off sheet in to your supervisor.

|                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| Shift #1 <input type="checkbox"/> | Shift #2 <input type="checkbox"/> | Shift #3 <input type="checkbox"/> |
|-----------------------------------|-----------------------------------|-----------------------------------|

### Non-critical Contact Points:

- ☐ Used compressed air to blow off all salt inside and outside of the scales.
- ☐ Emptied each bucket of the scales.
- ☐ Used compressed air to blow salt off the machine from top to bottom.
- ☐ Wiped down the gripper arms, turret and suction cups with a damp rag.
- ☐ Cleaned seal bars and changed seal tape (if needed).
- ☐ Wiped down doors, bottom of machine, discharge belt and pouch magazine feeder with a damp rag.
- ☐ Used compressed air to blow off the long conveyor and then wiped it down with a damp rag.
- ☐ Used compressed air to blow off the taper, wiped it down with a damp rag and changed the tape roll (if needed).
- ☐ Cleaned up all nonconforming pouches and disposed of salt following the *Rework and Reprocessing of Salt* procedure (R12-PR-100-007).
- ☐ Swept the area around the machine to clean up all debris.

### Critical Contact Points:

- ☐ Removed fill funnel and washed with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
- ☐ Cleaned storage container with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
- ☐ Put funnel into clean storage container.
- ☐ Blew out Hopper #2 with compressed air and sprayed it with Isopropyl alcohol while it was empty.
- ☐ Posted correct ID sign (RED-Not Clean, GREEN-Cleaned for USP, and BLUE-Cleaned for Tech Grade) stating the condition of the machine.

|           |
|-----------|
| Comments: |
|           |
|           |
|           |
|           |

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



- ☐ I hereby verify that this line is clean, has the correct ID sign posted and is ready for use

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: QA Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

|   |  |                                |   |
|---|--|--------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b> |                                |  |
|   | <b>Company Form</b>                      |                                |   |
|   | Title: <b>Daily Production Report</b>    | Number: <b>R12-PR-100-F002</b> |   |
|   | Owner: <b>Jeff Hill</b>                  | Revision: <b>01</b>            |   |
|   | Effective Date: <b>06/03/13</b>          | Page: <b>1 of 1</b>            |   |

Machine #

Date:

| Shift:    | Circle | 1                         | 2 | 3 |            |       |          |       |   |  |
|-----------|--------|---------------------------|---|---|------------|-------|----------|-------|---|--|
| Operator: |        | Product Name and Details: |   |   | Start Time | AM/PM | End Time | AM/PM | Pallet Count: Put line through completed pallet   |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |
|           |        |                           |   |   |            | AM/PM |          | AM/PM | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 |  |

ALL LINES: YOU MUST CLEAR ALL LINES AT THE END OF THE DAY AND DO NOT LEAVE PARTIALLY FILLED BOXES AT THE LINE!

|           |  |             |  |
|-----------|--|-------------|--|
| Comments: |  | Signature:  |  |
|           |  | Supervisor: |  |
|           |  | Operator:   |  |

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document

## REPACKAGING DAILY DOWN TIME REPORT

[illegible]

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Expiry Date Sign Off**Number: **R12-FM-100-009**Owner: **Tony Turner**Revision: **04**Effective Date: **06/29/16**Page: **1 of 1****EXPIRY DATE / SIGN-OFF SHEET****OPERATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_ **MACHINE#** \_\_\_\_\_**Circle the time that applies:**

Start-Up Time:

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

6:00AM or 6:00PM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

7:00AM or 7:00PM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

8:00AM or 8:00PM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

9:00AM or 9:00PM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

10:00AM or 10:00PM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

11:00AM or 11:00PM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

12:00PM or 12:00AM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

1:00PM or 1:00AM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

2:00PM or 2:00AM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

3:00PM or 3:00AM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

4:00PM or 4:00AM

Product \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Properly Sealed \_\_\_\_\_

Initials: \_\_\_\_\_

**Controlled Document**

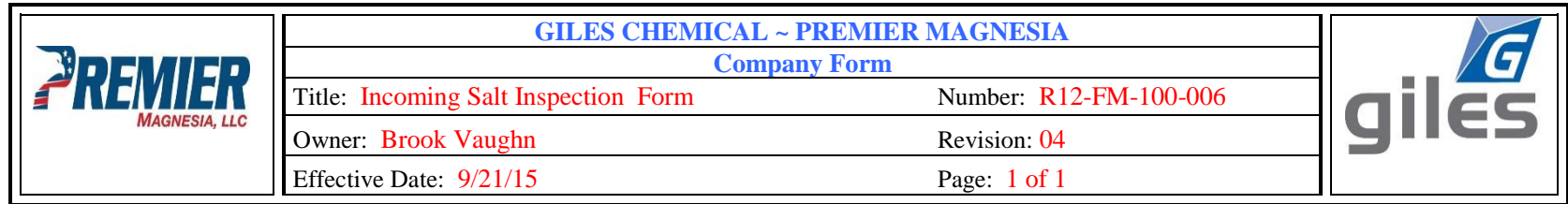
Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Auto Line Summary Report**Number: **R13-FM-100-039**Owner: **Monte Plott**Revision: **1**Effective Date: **09/22/15**Page: **1 of 1****AUTO LINE:** \_\_\_\_\_**DATE:** \_\_\_\_\_**Operator:** \_\_\_\_\_**Shift:** \_\_\_\_\_

| #  | DESCRIPTION        | SUMMARY REPORT |
|----|--------------------|----------------|
| 1  | RECIPE SELECT      |                |
| 2  | PRODUCT SPEED      |                |
| 3  | FRONT TEMP         |                |
| 4  | REAR TEMP          |                |
| 5  | DATE CODE TEMP     |                |
| 6  | INFEED BAGS        |                |
| 7  | SEALING BAGS       |                |
| 8  | EMPTY DROPPED BAGS |                |
| 9  | PACKING EFFICIENCY |                |
| 10 | GRIPPERWIDTH       |                |
| 11 | RUN TIME H:M:S     |                |
| 12 | TOTALH:M:S         |                |
| 13 | UCF BEARING        |                |
| 14 | CAM BEARING        |                |

**Controlled Document**

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



Page: 1 of 1

Salt Hanger: \_\_\_\_\_ Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Hopper #: \_\_\_\_\_

**\* DO NOT CUT SUPER SACK IF THE FLOW IS LESS THAN 4. ONLY CUT SACKS WITH A FLOW OF 4 OR 5 IF NECESSARY AND WITH SUPERVISOR APPROVAL \***

[illegible]

Supervisor: \_\_\_\_\_

**Reviewed by** \_\_\_\_\_  
**Quality:** \_\_\_\_\_

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document



Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.