

GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: Training Log – Repackaging Utility

Operators and Material Handlers

Employee: _____

Owner: Brook Vaughn Revision: 03
Effective Date: 07/27/16 Page: 1 of 1



Number: R13-FM-100-055a

Date Position Entered:

The following training is to be completed by all Repackaging <u>Utility Operators</u> and <u>Material</u> <u>Handlers</u> by: _____

Section	Description	Initials	Date
Section	Description	IIIItiais	Date
Quality	Safety and Housekeeping Policy - #R12-PL-100-001		
	Safety and Housekeeping Audit - #R12-FM-100-005		
Safety			
	• Evacuation - # S12-PR-200-067		
	Safety Precautions for Scented Salt - #S12-PR-200-019		
	Forklift Training – Course and Hands On		
	• Forklift Checklist - #S14-PR-200-F099		
Production	Daily Production Report - #R12-PR-100-002		
	• Change Over - #R12-PR-100-003		
	• Pouch Drop Test - #R12-PR-100-004		
	Auto Machine Scent Weight Check - #R12-PR-100-005		
	• In-coming Raw Material: Pouch-Carton - #R12-PR-100-013		
	• In-coming Raw Material: Fragrance Barrel - #R12-PR-100-014		
	Residual Fragrance Test using TLC - #R12-PR-100-015		
	Adjusting the Powder Feeder - #R12-PR-100-016		
	Product Weight Verification - #R12-PR-100-020		
	• Fragrance Dosing Check - #R12-PR-100-021		
	Bulk Feed System – Hanging Salt - #R12-PR-100-024		
	• Line Clearance - #R13-PR-100-027		
	Stretch Wrap/Birthing Finished Goods - #R12-PR-100-028		
	USP Salt Expiry Code - #R12-PR-100-030		
	• In-coming Raw Material: Magnesium Sulfate - #R13-PR-100-032		
	Repackaging Cleaning Procedure - #R13-PR-100-034		

Quality/Safety Coordinator:	 Date: