

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Notification of Planned Electrical Outage	Page : 1 of 3	Revision : 00 Date : 08/23/2010
	Author: Robert Willis		Job Specific

Purpose:

This procedure is designed to implement a consistent method to ensure proper notification is passed to all employees when a planned electrical outage is being scheduled.

Procedure:

1. All planned electrical outages require a minimum of 72 hours (4 days) notification.
2. The electrical outages will be coordinated by the Maintenance Manager and outside contracted services and/or the Service Provider
3. The following people will be notified 72 hours in advance by email:
 - President
 - Director of Manufacturing
 - Plant Manager-Main Plant
 - Repack Manager
 - Controller
 - IT Administrator
 - Acct & Logistics Manager
 - Customer Service Manager
 - Human Resource Manager
4. 48 hours of notification by email to the maintenance manager is required if business conditions dictate the cancellation of the planned outage.
5. Outage coordination will be completed by Maintenance manager with approval to continue outage given by IT Manager, Repack Manager, and Main Plant Production Manager verbally before power outage. Maintenance will be responsible for taking the boiler room down with coordination to be done with Lead Operator of the shift. Process will only be taken down with verbal approval by Production of both Main Plant and Repack and IT.
6. Once electrical outage complete, verbal notification will be given to production and IT with follow up email to other areas.



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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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