
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Start-Up/Change Over	Number: R12-PR-100-003	
	Owner: Eric Downs	Revision: 3	
	Effective Date: 07/20/15	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure the changeover and line clearance from one product to another is properly executed, controlled and documented by following a precise accountable process.

2.0 Scope

The *Start-Up/ Changeover Form (Ryy-PR-100-xxx)* will be used to verify line clearance from a previous Manufacturing Order and are followed to set-up of the next scheduled MO. A separate form will be completed for every Manufacturing Order on all production lines.

3.0 Responsibility

- Shift Supervisor- Distribute Start-Up/ Changeover forms to all Operators for every production line.
- Lead Operator- Ensure all Line Clearance and Start-Up/ Changeover procedures are followed and done correctly.
- Quality Unit- Ensure all product information is accurate and that each step of the Start-Up/ Changeover process is followed correctly. Ensure proper Line Clearance was performed.

4.0 Safety Considerations

Steel/ Safety Toe Shoes, Safety Glasses, Gloves and all other clean appropriate attire shall be properly donned to prevent contamination of the product while performing duties.

Individuals who are sensitive to fragrance must inform their Supervisor.



Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- *Start-Up/Changeover Form (Ryy-CO-100-xxx)*
- Weight Scale (Pound/ Gram)
- Letters/ Numbers for Date Coder
- Pouches/ Cartons
- If applicable-
 - Fragrance Barrel
 - Measuring Beaker
 - Dry Additive

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6.0 Procedure

- The Lead Operator will ensure that the line is completely cleared of all prior product components and fragrance.
- The Lead Operator must verify the pouch/carton is correct by matching the CPU# and any other information to the current *Start-Up/Change over Form*.
- The Lead Operator must verify that the pouch/carton expiry date is correct by matching the information on the *Start-Up/Change over Form*.
- The operator needs to verify that the information on the barrel of Fragrance and Dry Additive (if applicable) is correct by matching with the information on the *Start-Up/Change over Form*.
- Before setting up the fragrance barrel, the barrel needs to be weighed and documented on the Beginning portion of the *Start-Up/Change over Form*. Once a barrel is removed. The fragrance barrel must be reweighed and documented on the END weight portion of the *Start-Up/ Changeover Form*.
- The Stacker(s) must be informed of the correct pallet configuration to ensure proper palletizing is performed. The information is located on the *Start-Up/Change over Form*.
- Once the line is set-up and the operator is ready to run. The Supervisor and/or Quality Unit needs to verify that everything is correct and sign the *Start-Up/Change over Form*.
- The *Start-Up/ Changeover Form* is to be given to the Shift Supervisor once the MO is complete.

7.0 Reference Documents

- *Start-Up/Changeover Form (Ryy-CO-100-xxx)* for Product.

8.0 Change Information

- Update Purpose, Scope, Procedure and changed owner.

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