
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company FORM</b>		
	Title: <b>Daily Clean Up for Manual Lines</b>	Number: <b>R12-PR-100-F018</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>02</b>	
	Effective Date: <b>06/19/14</b>	Page: <b>1 of 1</b>	

## Manual Line Cleaning Log

Manual 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.

Manual Line #1 <input type="checkbox"/>	Manual Line #2 <input type="checkbox"/>	Manual Line #4 <input type="checkbox"/>
Shift #1 <input type="checkbox"/>	Shift #2 <input type="checkbox"/>	Shift #3 <input type="checkbox"/>

### Non-critical Contact Points:

- ☐ Cleaned fill table with diluted Dawn detergent and then wiped it down with a damp rag.
- ☐ Took the guide plates off the sealer and blew all salt and debris out with compressed air.
- ☐ Cleaned the sealer with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
- ☐ Cleaned the sealer conveyor belt with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
- ☐ Cleaned the packing table with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
- ☐ 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:

- ☐ Ensured the big bell was empty.
- ☐ Removed fill funnel, small auger and collar. Washed each 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 #1/ Hopper #3 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: \_\_\_\_\_

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	<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 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 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 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 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 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 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 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 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:	

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## REPACKAGING DAILY DOWN TIME REPORT

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**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: \_\_\_\_\_

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