
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Emergency Light Check - Manufacturing	Number: S12-PR-200-004	
	Owner: Lee Cagle	Revision: 04	
	Effective Date: 08/12/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to describe how and when to check all safety lights and ensure that they are working properly.

2.0 Scope

All lights will be checked on a rotating basis during the following months: February, May, August, and November.

3.0 Responsibility

Maintenance will be responsible for checking the operability of the emergency lights on a quarterly basis.

4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times. This includes wearing the appropriate protection for working at heights above six feet.

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

- ladder

6.0 Procedure



1. Each emergency light has a check on/off switch to the side of the light. The light should be checked for operability.
2. When accompanied by an exit sign, the exit sign should be lit and viewable.
3. All lights will be checked on a rotating basis during the following months: February, May, August, and November.
4. Results of the check will be recorded on the *Emergency Light Checks Form (M13-FM-200-003)*.

Location of emergency lights/exit signs

1. Exit sign and lights between upper warehouse and filter press room
2. Emergency lights located in upper warehouse (Quantity of two, one in each aisle)
3. Emergency exit/lights located in maintenance shop
4. Emergency lights between two large filter presses
5. Emergency exit/lights located above door to acid unload station in the digester room first floor
6. Emergency exit/lights located above door to Mgo silos in the digester room first floor

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 the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Emergency Light Check - Manufacturing	Number: S12-PR-200-004	
	Owner: Lee Cagle	Revision: 04	
	Effective Date: 08/12/2013	Page: 2 of 2	

7. Emergency lights located on wall of engineer office in Production Room first floor
8. Emergency lights above office/time clock in production room first floor
9. Emergency exit/lights above door to creek pumps in production room first floor
10. Emergency lights above door to sewer/water recovery line in production room first floor
11. Emergency exit/lights above door in lower warehouse for receiving
12. Emergency exit/lights above door at docks in lower warehouse
13. Emergency lights in condensation room on fourth floor digester room above vacuum #1
14. Emergency exit above hallway outside President's office in administration offices
15. Emergency lights above door leading to time clock in administrative offices
16. Emergency light on second floor above stairs in administrative offices
17. Emergency lights in office outside server room on second floor in administrative offices
18. Emergency lights in server room on second floor in administrative offices
19. Emergency light in laboratory offices on second floor in administrative offices
20. Emergency exit/lights in boiler room above door between boiler and storage room.
21. Emergency light in boiler room between boilers
22. Emergency exit/lights above door in break room.
23. Emergency exit/lights in front office above door.
24. Emergency light in MgO (silo) house.
25. Emergency light above stairs on 3rd. floor at #3 vacuum.
26. Emergency light behind the peco tank 2nd. Floor in digester room.
27. Emergency light above door in Recovery Room.
28. Emergency light beside dust collector on second floor .
29. Emergency light in women's bathroom in Administrative offices

7.0 Reference Documents

Emergency Light Checks Form (M13-FM-200-003)

8.0 Change Information

Document review- updated format using new template and numbering system.

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 the accuracy of the document.