

## GILES CHEMICAL ~ PREMIER MAGNESIA

**Company Form** 

Title: Training Log – Repackaging Shift Number: R13-FM-100-056a

Supervisor

Owner: Lee Cagle Revision: 0

Effective Date: 4/30/13 Page: 1 of 1



	by:	
Employee:	Date Position Entered:	

The following training is to be completed by all Repackaging Shift Supervisors

Section	Description	Initials	Date
		1	
Quality	<ul> <li>Safety and Housekeeping Policy - #R12-PL-100-001</li> <li>Safety and Housekeeping Audit - #Q12-FM-100-005</li> </ul>		
Safety	<ul> <li>Evacuation - #S12-PR-200-067</li> <li>Safety Precautions for Scented Salt - #S12-PR-200-019</li> <li>Forklift Training – Course and Hands On</li> <li>Forklift Checklist - #R12-PR-200-003</li> </ul>		
Production	<ul> <li>Daily Production Report - #R12-PR-100-002</li> <li>Change Over - #R12-PR-100-003</li> <li>Pouch Drop Test - #R12-PR-100-004</li> <li>Auto Machine Scent Weight Check - #R12-PR-100-005</li> <li>Daily Batch Record - #R12-PR-100-012</li> <li>In-coming Raw Material: Pouch-Carton - #R12-PR-100-013</li> <li>In-coming Raw Material: Fragrance Barrel - #R12-PR-100-014</li> <li>Swabbing After Scented Salt - #R12-PR-100-015</li> <li>Adjusting the Powder Feeder - #R12-PR-100-016</li> <li>Product Weight Verification - #R12-PR-100-020</li> <li>Fragrance Dosing Check - #R12-PR-100-021</li> <li>Cleaning Maintaining Auditing of RCF - #R12-PR-100-022</li> <li>Bulk Feed System - Hanging Salt - #R12-PR-100-024</li> <li>Opening Repackaging Facility - #R13-PR-200-025</li> <li>Closing Repackaging Facility - #R13-PR-200-026</li> <li>Line Clearance - #R13-PR-100-027</li> <li>Stretch Wrap/Birthing Finished Goods - #R12-PR-100-028</li> <li>USP Salt Expiry Code - #R12-PR-100-030</li> <li>In-coming Raw Material: Magnesium Sulfate - #R13-PR-100-032</li> <li>Repackaging Cleaning Procedure - #R13-PR-100-034</li> </ul>		

Quality/Safety Coordinator:	Date:
-----------------------------	-------