

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 12/11/07
Author: Maintenance	Title: Quarterly Emergency Light Check-Repack	

Personnel responsible:

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

Safety equipment:

All 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.

Summary:

This procedure shall be followed when checking the emergency lights for operability.

Procedure to check Emergency Lights

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.

Location of emergency lights/exit signs

1. Exit sign and lights above door to shipping dock
2. Exit sign and lights above door in production leading to front office/time clock area.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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