
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Daily Production Report</b>	Number: <b>R12-PR-100-002</b>	
	Owner: <b>Jeff Hill</b>	Revision: <b>01</b>	
	Effective Date: <b>05/30/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to ensure that each individual keeps a record of what is being produced daily. This form will track the quantity as well as the start and end time of each product produced on each production line.

## 2.0 Scope

The lead operator needs to keep track of time for every order, from start to finish. This procedure applies from the beginning of each shift until the end.

## 3.0 Responsibility

The Quality Unit is responsible for the upkeep of this procedure. The shift supervisor and the Quality Unit are responsible to ensure this procedure is being done by the lead operator.

## 4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net, and standard safety attire for the area. Individuals who are sensitive to scented salt product must inform their supervisor. Individuals who are working during production of scented salt must take extra precaution when handling product.

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



- Black ink pen
- *Daily Production Report* form ( *R12-PR-100-F002* )

## 6.0 Procedure

1. On top of the *Daily Production Report Form (R12-PR-100-F002)* the Operator writes his/her Machine number, Date, and Shift.
2. The first column is for the Operator's name.
3. In the second column the Operator is to indicate the name and a description of the product.  
For Example: CVS 6#
4. The third column the Operator is to indicate what the start time of each order that is produced.
5. The forth column the Operator is to indicate AM/PM and circle the correct one.

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6. The fifth column the Operator is to indicate the time they completed the order of a particular product.
7. The sixth column the Operator is to indicate AM/PM and circle the correct one.
8. The seventh column the Operator is to indicate the number of pallets completed from each product produced. You must put a line through the number as each pallet is completed don't wait until the middle or end of shift to try and catch up on the number of pallets made.
9. There is also a column for comments
10. There is an area provided at the bottom of the form for the Production Supervisor and Operator to sign at the end of each shift.

## 7.0 Reference Documents

*Daily Production Report Form (R12-PR-100-F002)*

## 8.0 Change Information

- Changed owner, corrected details to reflect current practices.

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