
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Daily Clean Up for Manual Lines	Number: R12-PR-100-018	
	Owner: Mary Masters	Revision: 01	
	Effective Date: 06/01/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure the manual lines are cleaned on a daily basis in the Repackaging Facility at Giles Chemical.

2.0 Scope

The manual lines are to be cleaned when the machine is shut down. This procedure applies to all manual line machines.

3.0 Responsibility

All employees working on manual lines are responsible for daily clean up. The shift Production Supervisor is responsible for making sure all cleaning is done properly and documented.

4.0 Safety Considerations

Proper Personal Protective Equipment for the Repackaging Facility is required; steel toed shoes, safety glasses, hair net, and standard safety attire.

Do not get the date coder or any electrical panels wet.

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 for both manual lines



- Air hose
- Spray bottles with Crystal Simple Green diluted to 1:30
- Cleaning rags
- Allen wrenches
- Screw driver
- Isopropyl alcohol

6.0 Procedure

1. Make sure big bell is empty.
2. Take fill funnel, small auger and collar off. Wash each with diluted Crystal Simple Green, rinse with hot water, spray with Isopropyl Alcohol, and then put cleaned parts into a cleaned storage container.
3. Clean fill table with diluted Crystal Simple Green, then wipe down with a damp rag.

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4. Open sealer by loosening the two thumb screws. Take the guide plates off each end. Using the air hose blow all salt and debris out.
5. Wash the sealer with diluted Crystal Simple Green, wipe down with damp rag and air dry.
6. Clean sealer conveyor belt with diluted Crystal Simple Green, wipe down with damp rag and air dry.
7. Wash packing table with Crystal Simple Green, wipe down with damp rag and air dry.
8. With a damp rag wipe taper down and change both tape rolls if needed.
9. When clean up is complete, the shift Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Manual Lines (R12-PR-100-F018)*.

When clean up is complete, the shift Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Auto Lines (R12-PR-100-F017)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

7.0 Reference Documents

Daily Clean Up for Manual Lines (R12-PR-100-F018)

8.0 Change History

- Document moved to proper template
- Updated cleaning procedures to include Crystal Simple Green, Isopropyl Alcohol and clean storage containers for critical contact parts.

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