
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Scale Calibration - Repackaging</b>	Number: <b>M12-PR-100-026</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>02</b>	
	Effective Date: <b>05/20/13</b>	Page: <b>1 of 1</b>	

## 1.0 Purpose

The purpose of this procedure is to define company practice for scale calibration at the Repackaging facility, 396 Smathers Street, Waynesville, NC 28786

## 2.0 Scope

An outside company will be secured and scheduled by maintenance to calibrate scales in the Repack facility.

## 3.0 Responsibility

Maintenance shall be responsible for regularly scheduling and following up to ensure that calibration takes place regularly.

## 4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times.

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

N/A

## 6.0 Procedure

1. Company uses an outside contractor for all production related scale calibration.
2. Scales are calibrated monthly based on accepted industry standards located in the HB44 Field Manual
3. Certificates of calibration are maintained in the quality department and with the contractor on file.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

Document review- updated format using new template and numbering system

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