
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Change Over	Number: R12-PR-100-003	
	Owner: Ron Hall	Revision: 1	
	Effective Date: 08/01/12	Page: 1 of 3	

1.0 Purpose

- 1.1 The purpose of this procedure is to help identify the correct methods to produce an order correctly. The operator will be provided with the all the information to make sure the pouches/cartons, boxes, fragrance if needed, date code for the pouch/carton and box are correct. If fragrance is needed, a weight of the barrel will need to be taken at the beginning and end of the order. Document the weight and the barrel number on the Change Over sheet.

2.0 Scope

- 2.1 A Change Over is performed whenever an order is completed. Once an order is complete a Change Over to another product begins.

3.0 Responsibility

- 3.1 The lead Operator starts the process of an order change, with the assistance of the line personnel. The shift supervisor is responsible for giving the correct information to the lead operator for the Change Over to be performed correctly. The lead operator is responsible for the Change Over to be correct on the product being produced.

4.0 Safety Considerations



- 4.1 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. Working with scented salt, all employees must wear gloves. If skin irritation occurs on arms, individuals must wear a long sleeve smock.
- 4.2 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

- 5.1 Change Over form (see Reference Documents), Letters and numbers for the date coder, Fragrance barrel, and a weight scale for barrel, for fragrance test, and to weigh pouches and cartons.

6.0 Procedure

- 6.1 The operator must make sure the line is completely cleared of all prior product components and fragrance.

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- 6.2 The operator must verify the pouch/carton is correct by matching the CPU# and any other information with the barcode on the pouch with the CPU # any other information with the barcode on the Change Over form.
- 6.3 The operator needs to verify that the pouch/carton date code is correct by matching the information on the Change Over form with the information on the pouch/carton.
- 6.4 The operator needs to verify that the box date code is correct by matching the information on the Change Over form with the information on the box.
- 6.5 The operator needs to verify that the barrel of fragrance is correct by matching the information on the Change Over form with the information on the barrel.
- 6.6 Before hooking up the fragrance barrel, the barrel needs to be weighed and the weight documented on the Change Over form. Once a barrel is removed that barrel needs to be reweighed. Document all weight information on the Change Over form. Every barrel for the order must be weighed.
- 6.7 The loader needs to know the correct pallet configuration. The information is located on the Change Over form.
- 6.8 Once everything is set and the operator is ready to run, the operator, supervisor, and/or quality needs to sign the Change Over form. The shift Production Supervisor and/or Quality Unit need to verify that everything is correct.
- 6.9 The Change Over form is to be given to the shift Production Supervisor once the order is complete.
- 6.10 All lines that have the weight station at their machine must fill in the information that is on the appropriate change over sheet for the product at the end of the production order. Go to the weight station screen to find all the information that is needed.

7.0 Reference Documents

- 7.1 Appropriate Change Over Sheet for Product

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
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1	01/08/12	RH	Added section 6.10 due to new equipment.
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