

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Repackaging Daily Downtime Report** Number: **R13-FM-100-042**Owner: **Monte Plott**Revision: **02**Effective Date: **04/24/17**Page: **1 of 1****REPACKAGING DAILY DOWN TIME REPORT**

PLEASE FILL IN	
Date:	<p>This is a Daily Log for the machine; this log is meant for documenting issues occurring on the machine during a shift</p> <p>For example, if scales were one of the top three issues, please note this on the appropriate line (and you should be scanning appropriately in Vorne) and explain what happened with the scales, what work has been attempted on the scales and how they were working at the change of shift</p> <p>If there were no issues, the Notes for the Day section still needs to be filled out with any sort of communication helpful to the on-coming crew...example, "will be finishing up Product X an hour into the next shift...expect a changeover"</p>
Lot #:	
Line#:	
Operator:	
Process/Mechanical Issues	Daily Issues (if no issues, use N/A)
Gripper Arms	
Combi	
Scales	
Seal bars/pouch seals	
Date Coder	
Labeler	
Other	
Notes for the Day: <i>(anything that needs to be communicated to the on-coming shift about the machine or product)</i>	

(Please use the back of this document if more space is needed for further documentation)

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