
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Notification of Planned Electrical Outage	Number: M12-PR-200-014	
	Owner: Robert Willis	Revision: 1	
	Effective Date: 05/20/13	Page: 1 of 2	

1.0 Purpose

This procedure is designed to implement a consistent method to ensure proper notification is passed to all employees when a planned electrical outage is being scheduled.

2.0 Scope

Whenever there needs to be a planned electrical shutdown for any reason this is the procedure to follow.

3.0 Responsibility

Maintenance Manager

4.0 Safety Considerations

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. All planned electrical outages require a minimum of 96 hours (4 days) notification.
2. The electrical outages will be coordinated by the Maintenance Manager and outside contracted services and/or the Service Provider
3. The following people will be notified 96 hours in advance by email:
 - President
 - Director of Manufacturing
 - Plant Manager-Main Plant
 - Repack Manager
 - Controller
 - IT Administrator
 - Acct & Logistics Manager
 - Customer Service Manager
 - Human Resource Manager
4. 48 hours of notification by email to the maintenance manager is required if business conditions dictate the cancellation of the planned outage.

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5. Outage coordination will be completed by Maintenance manager with approval to continue outage given by IT Manager, Repack Manager, and Main Plant Production Manager verbally before power outage. Maintenance will be responsible for taking the boiler room down with coordination to be done with Lead Operator of the shift. Process will only be taken down with verbal approval by Production of both Main Plant and Repack and IT.
6. Once electrical outage complete, verbal notification will be given to production and IT with follow up email to other areas.

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

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