
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Repackaging Metal Contamination Prevention	Number: R13-PR-100-033	
	Owner: Jeff Hill	Revision: 00	
	Effective Date: 05/21/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to explain and document the current controls in place to prevent metal contamination in the product. It is Giles' intent to continuously improve all of our policies and processes. This procedure documents our current practices.

2.0 Scope

This procedure applies to operations at the Repackaging Plant at 396 Smathers Street in Waynesville, NC.

3.0 Responsibility

It is the Production Unit's responsibility to monitor and ensure that all controls are in place any time product is being produced.

4.0 Safety Considerations

PPE requirements will be observed in designated areas.

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 salt delivered to the hopper, whether unloaded from a truck or taken from the warehouse will be cleaned of visible contaminants from the outside of the packaging.
2. A grate is been placed in each of the unload hoppers to assist with delumping and to also act as a screen. This screen should be visually checked by the operator each time a sack is hung for dumping.
3. The curtains around each hopper are to prevent incidental contamination – ensure they are in use during operation.

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4. The operator should visually inspect each dumped sack for contamination. If contamination of any kind is found, it should be noted on the Incoming Salt Inspection Form (R12-FM-100-006) and the Quality Unit contacted.
5. The Quality Unit has authority to determine disposition of any salt at any point in the process.

7.0 Reference Documents

Incoming Salt Inspection Form (R12-FM-100-006)

8.0 Change Information

New Document

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