


	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Policy		
	Title: Repackaging Shift Supervisor Training Test	Number: R13-FM-100-056b	
	Owner: Lee Cagle	Revision: 0	
	Effective Date: 06/27/14	Page: 1 of 2	

Name: _____ Trainer: _____ Date: _____

1. **True / False** Food and tobacco products are allowed in all production areas.
2. **True / False** Your work area shall be kept clean and organized in order to prevent a safety hazard.
3. **True / False** Safety glasses or prescription safety glasses with side shields must be worn.
4. **True / False** On the bottom of the Daily Production Report Form (R12-PR-100-F002) the Operator and Supervisor sign at the end of the shift.
5. **True / False** Verify the fragrance barrel is correct by matching the information on the change over form with the information on the fragrance barrel.
6. **True / False** Once everything is set and the operator is ready to run, the operator, supervisor, and/or quality needs to sign the change over form.
7. **True / False** Upon receipt of in-coming pouches or cartons, the Material Handler will contact Quality Coordinator, Repackaging Manager or Supervisor.
8. **True / False** When running products that require powder additives, the feeder needs to be set for the product. A label is on the feeder control to assist with the set up.
9. **True / False** Wipe down all doors, the bottom of the machine, the discharge belt and the pouch magazine feeder with a damp rag when cleaning the Auto Pouch.
10. **True / False** Clean the fill table with Greased Lightning when cleaning the Manual Pouch.
11. **True / False** Clean up all nonconforming cartons and dispose of salt following the guidelines listed in the Rework and Reprocessing of Salt (R12-PR-100-007) procedure.
12. **True / False** Any weight taken below the quarantine line should be placed in box with pouches weighing above quarantine line.
13. **True / False** When performing a fragrance weight check the beaker should be placed on the fragrance scale and tare the scale to zero.

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14. **True / False** When performing a fragrance weight check use the manual pump actuator and force pump to inject three times into the beaker.
15. **True / False** When dumping a super sack into the feed hopper the sack closest to the hopper should be blown off with compressed air to remove any debris and then untied.
16. **True / False** When performing line clearance any rejected materials can be piled in the corner until you have time to remove it.
17. **True / False** When performing line clearance packing area must be cleared of all products, corrugated, pouches or cartons.
18. **True / False** When performing line clearance and changing from scented production to USP production, totally wash salt machine and all of the items that are used for scented run.
19. **True / False** Bulk salt that has a manufacturing date greater than 1 year can be used as long as the shift supervisor is aware of its use.
20. **True / False** Salt Hangers will record in-coming bulk salt information from Manufacturing on the proper form.

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