
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Manufacturing Warehouses – Cleaning, Maintaining, Auditing and Maintenance</b>	Number: <b>P13-PR-100-071</b>	
	Owner: <b>Jason Bumgarner</b>	Revision: <b>01</b>	
	Effective Date: <b>08/05/2014</b>	Page: <b>1 of 5</b>	

## 1.0 Purpose

This procedure explains how the Manufacturing Upper and Lower warehouses are cleaned, maintained, and audited. These activities will be documented on the appropriate checklist. Following this procedure will ensure products remain segregated and free of contamination.

## 2.0 Scope

This procedure applies to both the Upper and Lower warehouses at the Manufacturing facility.

The warehouses covered in this procedure are to be cleaned and audited both daily and weekly.

## 3.0 Responsibility

All employees are responsible for maintaining a clean and organized facility.

Operators are responsible for following this procedure.

Management is responsible for weekly Safety and Housekeeping audits as well as over seeing that any items to be corrected are implemented in a timely manner.

Maintenance is responsible for repairs to the building, equipment, grounds, and pest control.

Licensed Pest Management is responsible for pest control (conducting monthly inspections and conducting by-monthly spider spray treatments).

All employees are responsible for assuring that access doors remain closed and locked when not in use.

## 4.0 Safety Considerations

Steel toed safety shoes and safety glasses are required through out the Manufacturing facility. All employees should be aware of their surroundings at all times and watch for moving equipment. All moving equipment operators must be certified and always wear their seat belt.

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 the community.

## 5.0 Materials/Equipment

Forklift  
Broom  
Shovel  
Appropriate Garbage Bin / Recycling Bin  
Floor Scrubber

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## 6.0 Procedure

### 6.1 Cleaning:

#### *Daily:*

- At the beginning of each shift, the Salt Operator is to perform a warehouse rack check in each warehouse and fill out the *Warehouse Rack Check* checklist (*P13-PR-100-F071a*).
- After the Salt Operator loads a truck from a designated bin, the bin is to be swept out to remove any salt and/or pallet pieces that may remain, and dispose of all garbage in the proper bin.
- The Salt Operators are to store any slip sheets that may have been used between pallets in the designated location. Any damaged slip sheets will be disposed of in the designated bin.
- At the end of each shift, the Salt Operator will sweep the lower warehouse to remove any salt, pallet pieces, dust, etc. The garbage will be disposed of in the proper bin. All trash bins will be emptied into the dumpsters for city pick up. All recyclables will be stored for pick up by recycling contractors. The Salt operator will check off warehouse sections on the *Daily Duties ~ Check List* (*P12-FM-200-021*).

#### *Weekly:*

- On a weekly basis, the Salt Operator or designee will run the floor scrubber throughout the warehouses to remove any dirt and dust from the floors. Cleaning solution for the floor scrubber is located at the bay door between lower warehouse and production room.

### 6.2 Maintaining:

#### *Lower Warehouse:*

- Lead Operator or Assistant Operator will designate a bin in warehouse for product they are producing. As load is being produced the pallets will be placed into the designated bin until load is complete. This prevents load mix ups as well as only allowing one lot number to be stored in any bin at a time.
- Bins 2 through 5 should be used for 50 lb product but can be used for Super Sacks if no other bins are available. The first pallet of load will go into top rack of bin, the second pallet will go into bin in floor, third pallet into top rack, continue alternating pallets until load is complete. **Do not drive under pallets on the second level of the bin.**
- Bins 6 through 10 will only hold 18 pallets and should be used for 50 lb product but can be used for Super Sacks if no other bins are available.

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- The first 4 pallets will go into floor level of the bin.
- Pallets 5 through 10 will go into the third level of bin.
- Pallets 11 through 16 will go into the second level of the bin.
- Pallets 17 and 18 will go on the floor level of the bin.

This will make locating a particular pallet more efficient.

- Bins 11 through 15 and 17 through 22 will hold 24 pallets and are to be used for Super Sacks.
  - Pallets 1 through 6 will go into floor level of the bin.
  - Pallets 7 through 12 will go into the third level of the bin for loads with 22 pallets (loads with 24 pallets: Pallets 7 through 14; loads with 20 pallets: Pallets 7 through 10).
  - Pallets 13 through 20 will go into the second level of the bin for loads with 22 pallets (loads with 24 pallets: Pallets 15 through 22; loads with 20 pallets: Pallets 11 through 18).
  - The last 2 pallets will go into the floor level of the bin.

Again this will make locating a particular pallet more efficient.

- Bin 16 will be used for storing extra bags for loads incase a bag is damaged and a pallet has to be restacked. Inventory in this bin should contain product produced with lot numbers matching product stored in warehouse. Product in this bin should be removed if lot number is no longer in the warehouse.
- When shipping product always send out the oldest material first.

#### *Upper Warehouse:*

- Follow the *Upper Warehouse Diagram (P13-PR-100-F071b)* for use of bins in the Upper Warehouse.



### 6.3 Incoming Raw Materials:

#### *Film*

- All incoming Film is to be stored in Quality Hold area until it is tested by QA Lab and released for use in Manufacturing following the *Film Check* procedure (*Q12-PR-100-022*). Once released for use the film will be transferred to the upper warehouse and stored

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properly following the Upper Warehouse Diagram. Any film that does not pass QA testing will remain on quality hold until it can be returned to vendor.

#### *Pallets*

- All incoming pallets are to be undamaged and non-meat contact pallets only. Pallets are stored beside Quality Hold area in lower warehouse until ready for use in manufacturing area. Quality unit will visibly check pallets once a truck is unloaded. Any pallets not meeting these criteria will be placed on Quality Hold until they can be returned to vendor.

### **6.4 Maintenance and Pest Control:**

Maintenance department will be responsible for all repairs to the Warehouse and dock areas to include building, equipment, lighting, storage racks and exterior grounds.

Maintenance is responsible for the Pest Control program which ensures prevention of pests and animals from entering the facilities. Pest Control will be conducted through a Licensed Pest Management contracted vendor. Pest Management contractor will be responsible for conducting monthly inspections and performing spider spray on an as needed basis following *Pesticides* procedure (*M13-PR-200-001*). All records of pest management will be in the binder located in maintenance manager's office.



### **6.5 Auditing:**

At the beginning of each shift, the Salt Operator is to perform a warehouse rack check and fill out the *Warehouse Rack Check* checklist (*P13-PR-100-071a*). Any damaged racks needing repairs are to be noted on a *Work Request* (*P12-FM-200-020*) and turned into Maintenance department.

Weekly audits are to be performed using the *Safety and Housekeeping Audit* sheet (*Q12-FM-100-004*) to include but not limited to cleanliness, organization, waste, security, and overall condition of warehouses. Results are to be written and posted with specific areas of responsibility defined. Follow-up of actions taken are to be performed by the Production Manager and verified by Quality.

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7.0 Reference Documents

- Film Check (Q12-PR-100-022)*
- Daily Duties ~ Checklist (P12-FM-200-021)*
- Upper Warehouse Diagram (P13-PR-100-F071b)*
- Warehouse Rack Check (P13-PR-100-F071a)*
- Work Request (P12-FM-200-020)*
- Safety and Housekeeping Audit (Q12-FM-100-004)*

8.0 Change Information

Removed bullet stating to never store more than one product or lot number in a bin at one time due to limited space in the Lower Warehouse.

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