
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Emergency Light Check - Repackaging</b>	Number: <b>S12-PR-200-090</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>01</b>	
	Effective Date: <b>09/18/2013</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to describe how and when to check all safety lights and ensure that they are working properly.

## 2.0 Scope

All lights will be checked on a rotating basis during the following months: February, May, August, and November.

## 3.0 Responsibility

Maintenance will be responsible for checking the operability of the emergency lights on a quarterly basis.

## 4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times. This includes wearing the appropriate protection for working at heights above six feet.

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

- ladder

## 6.0 Procedure



1. Each emergency light has a check on/off switch to the side of the light. The light should be checked for operability.
2. When accompanied by an exit sign, the exit sign should be lit and viewable.
3. All lights will be checked on a rotating basis during the following months: February, May, August, and November.
4. Results of the check will be recorded on the *Repackaging Emergency Light Checks Form (M13-FM-200-005)*.

### Location of emergency lights/exit signs

1. Emergency exit/lights located above door to A-B dock
2. Emergency lights located on wall behind A-2 on left side of fan
3. Emergency exit/lights located above door in production leading to front office
4. Emergency exit/lights at double doors in the lobby
5. Emergency lights located between the offices on the 2<sup>nd</sup> level

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6. Emergency exit/lights located above door in production leading to time clock room
7. Emergency exit/lights located above door in time clock room
8. Emergency lights located to the left of the door in production leading to the carton packing area
9. Emergency lights located on the back wall of production room ( Salt Hanging Station-Carton)
10. Emergency exit/lights located above door in production leading to break room
11. Emergency exit/lights located in break room at door exiting to outside break area
12. Emergency lights located at outside break area
13. Emergency lights located above carton packing area
14. Emergency lights located in QA Lab
15. Emergency exit/lights located above door at C-Dock
16. Emergency lights located in Maintenance Shop
17. Emergency exit/lights located beside door from Maintenance to new warehouse
18. Emergency exit/lights located above door in new warehouse
19. Emergency exit/lights located above door at D-E Dock

## 7.0 Reference Documents

*Repackaging Emergency Light Checks Form (M13-FM-200-005)*

## 8.0 Change Information

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

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