
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Line Clearance	Number: R13-PR-100-027	
	Owner: Mary Masters	Revision: 1	
	Effective Date: 02/05/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to provide guidelines for and instruction on line clearance to ensure there are no product mix ups.

2.0 Scope

This procedure applies to every line on the production floor

3.0 Responsibility

Line Operators, Supervisors and/or Quality Unit are responsible for this procedure

4.0 Safety Considerations

Safety glasses and steel toed shoes are required.

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

This procedure is to be performed each time a line changes over to a different product

1. Any Rejected materials must be removed and recorded by product name along with the amount of each item.
2. All trash must be removed from the line and emptied.
3. Packing area must be cleared of all products, corrugated, pouches or cartons.
4. Feeder box must be emptied and cleaned.
5. Scent barrels need to be taken from the line and the line washed out and all utensils that are used for scent need to be washed as well.
6. Changing from scented to USP, salt machine must be totally washed and all of the items that are used for scented runs as well. A *Swab Test (R12-PR-100-015)* then needs to be performed to assure there is no scented fragrance left in the machine.

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7. Stacking area needs to be clear of all the corrugated materials before the new materials are brought in.
8. Konbon card needs to be turned in if any are left on the line at the end of the run.
9. All paperwork needs to be completed with all the proper names, information and dates and turned in to Supervisor..
10. Once completed, the box labeled Line cleared of all previous product and fragrance on the Change Over form for the next product to be signed by operator, supervisor and/or quality unit.

7.0 Reference Documents

Swab Test (R12-PR-100-015)

8.0 Amendment Record

New Document

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