
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Monitoring System Alarms	Number: P12-PR-200-010	
	Owner: Patrick Owen	Revision: 02	
	Effective Date: 05/08/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to inform all employees of basic safety in all areas outside the office space and what to do when one/or more of the alarms go off.

2.0 Scope

This procedure applies to all workers.

3.0 Responsibility

All workers

4.0 Safety Considerations

Safety shoes and safety glasses are required when working or walking through the plant.

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

Some alarms have been moved from the alarm panel to the Monitoring System. These alarms still sound and are silenced on the alarm panel, but are seen and acknowledged on the Monitoring System.

1. If an alarm sounds and the light for "SEE MONITORING SYSTEM" starts blinking, walk to the Monitoring System panel.
2. Observe the RED flashing bars at the top of the screen.
3. Click or tap on each flashing bar to see what has alarmed.
4. Acknowledge each alarm by double-clicking or double-tapping the button "Ack Display"
5. You can stop the buzzer at any time with the acknowledge button on the alarm panel.
6. Fix whatever has alarmed.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Monitoring System Alarms	Number: P12-PR-200-010	
	Owner: Patrick Owen	Revision: 02	
	Effective Date: 05/08/13	Page: 2 of 2	

Note: If the alarm flashes red on the Monitoring System and the buzzer sounds, it is an important alarm that needs attention paid to it (example – circulation loop). Correct the situation immediately.

7.0 Reference Documents

N/A

8.0 Change Information

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

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.