**1.0 Purpose**

1.1 This procedure explains how the RCF warehouse is cleaned, maintained, and audited. The intent of this procedure is to define responsibilities for an expeditor and warehouse employees of Giles Chemical.

**2.0 Scope**

2.1The RCF warehouse is cleaned daily and weekly with a monthly audit. The RCF warehouse is maintained daily by using a rotating system for pallets of raw materials that are received and shipped.

**3.0 Responsibility**

3.1The Shift Supervisor is responsible for ensuring that this procedure is followed by the expeditors and warehouse personnel.

3.2 Expeditors and warehouse personnel are responsible for following this procedure.

3.3 Inventory team is responsible for auditing the RCF warehouse monthly for accurate inventory.

**4.0 Definitions**

4.1 Expeditor – The individual that brings raw material between Repackaging and the RCF warehouse.

**5.0 Safety Considerations**

5.1 All forklift drivers are required to be certified. Steel toe shoe are required at the RCF warehouse. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner.

**6.0 Materials/Equipment**

6.1 Forklift

6.2 Broom

6.3 Appropriate Garbage Bin

**7.0 Procedure**

7.1 **Cleaning Responsibilities:**

7.1.1 **Daily:** When the Expeditor is finished loading or unloading a truck, the floor must

be swept. Dispose the garbage in the proper bin.

7.1.2 **Weekly:** Every Friday the garbage bin must be emptied. If the bin is full before then, the bin will be emptied and disposed of in the proper bin and emptied again on Friday.

7.1.3 Daily and weekly cleaning is recorded on *RCF Cleaning and Maintaining Checklist* R13-PR-100-F022a.

* 1. **Maintenance Responsibilities:** 
     1. A rotating system for in-coming and out-going raw material is in place to control dust build up on pallets in inventory and is recorded on *RCF Cleaning and Maintaining Checklist* R13-PR-100-F022a.
     2. The rotating system removes the oldest inventory to be expedited first, the inventory that has been received more recently.
     3. When unloading a truck, if the expeditor receives a pallet of raw material that is already in stock, the old pallet is placed in front of new pallet. This is the proper way to rotate stock. The first product in is the first product to go out.
     4. Open boxes of in-coming raw material cannot be accepted. All open boxes from Repackaging are now stored at Repackaging on shelves in the middle warehouse in a designated area.
     5. When any product is placed on hold, place the product into the quarantine/quality area.
     6. *Forklift Checklist* R12-FM-100-00X must be completed before operating the forklift.
  2. **Auditing RCF:**
     1. The first day of each month an inventory count of all material stored at the RCF warehouse is conducted.
     2. A physical count by the inventory team is done to ensure the count that is in the computer system matches what is at the RCF warehouse. Counts are recorded on *RCF Inventory of Cartons* R13-PR-100-F022b and *RCF Inventory of Pouches* R13-PR-100-F022c.

**8.0** **Reference Documents**

8.1 *RCF Cleaning and Maintaining Checklist* R13-PR-100-F022a

8.2 *Forklift Checklist* R12-FM-100-003

8.3 *RCF Inventory of Cartons for RCF* R13-PR-100-F022b

8.4 *RCF Inventory of Pouches for RCF* R13-PR-100-F022c

**9.0 Amendment Record**

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| Revision  Number | Revision  Date | Revision  Author | Revision Description |
| 0 | 01/13/13 | RH | New Document |