



CHECKLIST

WEDNESDAY DAY SHIFT schedule for Junior Operator	Sign when completed	Date: 16-12-2020 Comments
D7		
Walk around all areas of D7 and remove any foreign matter	KE	
PPE Stations checked for condition of equipment	KE	
Check over dryer for powder leaks, clean up and report any findings.	KE	
Inspect HVAC ducts for cleanliness	KE	
Hand rails wiped down with sanitiser	KE	
Drain covers all in place when on product.	KE	
Cleaning stations equipment removed and cleaned, returned dry.	KE	
Check all vacuums are empty, tidy and parts accounted for.	KE	
Check with operator for consumable needs before the weekend and order	KE	

GENERAL: When cleaning you need to scrub to remove buildup. Clean windows and doors as required. Clean marks and smudges off walls and doors. Roll up hoses, put tools away. Report any damaged building or plant items to NPL. Collect any loose plant items and refit if possible, otherwise label (where it was found) and inform control room.

NOTE: Areas will require cleaning on a more regular basis, this schedule is written as a minimum guideline in the Housekeeping log. This is primarily the responsibility of the Dryer Operator.

Plant training over view

Day: (Detail actions/learnings)

All PPE station equipment in good order

Checked all vacuums and wiped down - no bags needed changing.

No powder leaks, found a part from old caustic on floor in KE
argand fluid bed mopped with tox then rinsed
with warm water, when dry sanitised.

FLY BOARD CHECKLIST

Date: 16.12.2020

Plant Hygienist: Larry / Gwella

Unit Number	Location	Changed Y/N	Date Changed	Bug Count					Other, specify
				Mosquitoes	Moths	Flies	Midges	Bees	
U017	D6 Packing Airlock	N	N/A	-	-	-	4	-	-
U012	D7 Packing Airlock	N	N/A	-	-	-	2	-	-
U011	D6/D7 Boot X GF Airlock	N	N/A	-	-	-	-	-	-
U010	D7 Wetmix Airlock	N	N/A	-	-	-	2	-	-
U013	D7 Evap Airlock	N	N/A	-	-	-	-	-	-
U014	D6 Evap Airlock	N	N/K	-	-	-	-	-	-

Notes:

Glue Boards to be provided every last day of the shift
Record the fly unit number on the board
Attach photos of the fly boards

Pest Control Device

Date: 16.12.2020

Plant Hygienist signature: Luy / Gwelle

Unit Number	Location	Changed (✓ / X)	Date Changed	Bug Count					Limits exceeded (Yes/No)	Corrective Action
				Mosquitoes	Moths	Flies	Midges	Bees	Other, specify	
U043	HH Dispensary P7	N	—	—	—	—	—	—	—	—
U042	P7 packing	N	—	—	—	—	—	—	—	—
U044	P6 packing	X	N/A	—	—	—	—	—	—	N/A

Limit : 0 count

- Raise QIR if there is any insect found in fly units U042, U043, U044
- Report to QA & Supervisor

NOTES:

- Glue boards to be provided every last day of the shift
- Record the fly unit number on board
- Attach photos of the fly board send to QA