

Author	Status	Effective Date
Michael Boblit	Final	01/29/24

1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to opening and closing the shipping department. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates all shut down and opening procedures must be completed daily.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when opening and closing the facilities for the department. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Opening/Closing Instructions For Shipping

4.1 Opening Shipping Department

4.1.1 Alarm needs to be deactivated. Deactivation code will be supplied by your supervisor.

4.1.2 Turn on lights in all appropriate shipping areas. These will be designated by your supervisor.

4.2 Closing Shipping Department

4.2.1 Ensure all doors are closed fully.

4.2.2 Ensure all bay doors are closed fully.

- 4.2.3 Ensure label printers are turned off for the evening.
- 4.2.4 Ensure forklifts are charging.
- 4.2.5 Ensure all shipping lights are turned off. (Areas designated by supervisor)
- 4.2.6 If you are the last one in the building, set the alarm. Code will be supplied by your supervisor.

5.0 References

Reference	Title
1	None