

Toolbox Talk

Date: 28 Apr 2023 | Location: Staff Room | Time: 2 PM

Lead by: s 22

Attendance

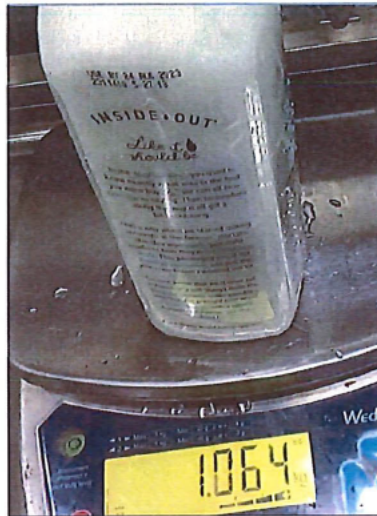
Name	Signature for Attendance	Name	Signature for Attendance
s 22			

CATEGORY	ITEM
Quality Records	<ul style="list-style-type: none">- New CCP: CCP 4 – Labelling<ul style="list-style-type: none">o Profile - Labelling – must be accurate, checks must be stricto Profile – Labelling Batcho Training- Profile – Filling batch<ul style="list-style-type: none">o Truth in recording. Example: 2311610

Issued by: s 22

Approved by: s 22

Approved by: s 22



	<ul style="list-style-type: none"> ○ - Profile – Mixing & UHT <ul style="list-style-type: none"> ○ Follow instructions. ○ Accuracy especially in recipe and ○ Assess your product first before transferring. - Checklist Pre- & Post Ops <ul style="list-style-type: none"> ○ Accuracy & Completeness ○ Filling Room (Clean Room) – Only Post-Ops record is being done. <ul style="list-style-type: none"> ▪ Need to do handover ○ Production & Labelling – need to start Post-Ops and handover - Status → change from in progress to complete (all applicable apps) - Signature <ul style="list-style-type: none"> ○ Operator's / Inspector's / Signature → must sign ○ QA sign off → don't sign, only QA / or QA rep can sign (PM/COO/QC) ○ Team leader → don't sign, PM ○ Authority to commence operation → Only by PM or QA
Production	<ul style="list-style-type: none"> - Filling: In between batches of JSTALM & JSTOAT: <ul style="list-style-type: none"> ○ Make sure to press product end before switching from 1 product to another ○ Ensure to empty the reservoir tank for at least 3 cycles before stopping filling to wait for next batch. The product separates quickly. - Filling: have a good eye on catching unacceptable codes. It's better to catch them as soon as possible with few bottles, than catching it later after a whole pallet worth or more. <ul style="list-style-type: none"> ○ Reminder: Double dating is a regulatory offense. ○ Make sure to report any damage or missing parts of the machine. ○ Put the coats in the sink for cleaning at the end of every shift ○ Do not use any broken pallets for packing and make sure to wrap 5 times at the bottom to keep the stacking stable. ○ Make sure to turn off all the motors before you leave. (Left bredel pump ON on 27th) ○ If something is not working, then report (handwashing near the ibc tank was not working and no body informed) ○ Use the face shield and long gloves while taking any chemical. ○ Mobile phones are not allowed to use in production. ○ If you need help, ask right away.

Others	<ul style="list-style-type: none"> - No weekend shift due to the delivery issues. - Next week will be busy including weekend. - Report it to me if anyone is running late.
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Issues / Feedback raised
S/S BUCKETS USED FOR DRIPPING WATER. NEEDS
PLASTIC BUCKET REPLACEMENTS.