**PROCESS SAFETY MANAGEMENT (PSM) /FSMA Director**

**QUALIFICATIONS**

* Knowledge of Ethanol plant production processes including SOP’s
* Knowledge and understanding of PSM 14 elements, documentation requirements and training
* Understand how to read P&ID’s
* Knowledge of API 570, 650,653, and STI.
* Must be able to pass FSMA PCQI training and implement FSMA program
* Understanding of Ethanol industries RAGAGEP
* Understanding of SDS information

**DESCRIPTION OF DUTIES**

* Organize and maintain the PSM program.
* Oversee audits performed on the PSM program.
* Report findings of the audits for both Mechanical Integrity and PSM/RMP.
* Meet with the bi annual auditors that perform the third party safety audit and process the information from this audit. Follow up on findings. Report compliance with dates.
* Oversee the mechanical integrity testing and process the required documentation. Monthly checks, weekly checks, semi-annual and annual.
* Update all insurance information concerning plant contractors and get them compliant with plant orientation, safety.
* Follow up on Emergency action and response for plant.
* Look for PSM rule changes throughout the industry that may help us with current and future regulations.(exemptions)
* Assist and Support the Environmental Program.
* Assist and Support the Safety Program.
* Attend associated training.
* Oversee the entire HAZCOM program.
* Update SDS books.
* File old (non-used) chemical SDS’s into SDS chemical retention book.
* Review new chemical request checklists.
* Assist training new employees.
* Annually refresh PSM training for current employees.
* Assist production when needed.
* Other duties as assigned.
* FSMA
* Insure FDA registration is renewed every other year.
* Training of all SLE affected employees to FSMA compliance.
* Record all training of employees.
* Insure plant testing criteria is met for FSMA guidelines as CGMP’s.
* Do follow up with scale room on BSE signoff’s i.e. carrier compliance.
* Organize and perform bi-weekly audits on facility.
* Set up auditing for 3rd party to be performed on facility as needed.
* Define issues with compliance and follow up with repairs and recommendations from Comply-Associates within 45 days.
* Insure any issues raised with recall criteria is immediately reported, remedied and recorded.
* Insure GRAS compliance is being met through vendors.
* Insure quarterly CGMP audit being performed and documented.
* Insure Hazard Analysis is kept updated and being done every 3 years.
* Stay updated in the program with approved training.
* Keep up with the plant policies/safety policies with Pro-Safety and update accordingly.
* Post updated OSHA 300 log yearly.

**REPORTING TO THIS POSITION:** None

**POSITON REPORTS TO:** Plant Manager

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* *Physical Demands*: While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear.  The employee must lift and/or move up to 50lbs.  Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
* *Work Environment*:*W*hile performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.  The noise level in the work environment is usually moderate.  Some areas have been designated areas to use hearing protection.  Hard hat, safety glasses, and leather gloves are required in designated areas.