

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 4	Revision : 06/05/2008 Date : 10/11/2005
Author: Selwyn Scoggin	Title: (00) Bagging Machine	

Personnel responsible:

1. Lead operator, Assistant operator.

### Safety:

Safety glasses and safety shoes. The bagger has many moving and hot parts. Do not defeat any safety devices.

### Summary:

This procedure covers operation of the Bagging machine. The bagger takes the preprinted film, folds it, seals it, fills it, and discharges the filled bag onto a conveyor.

### Procedure:

#### 1. Starting Bagger

- a. Turn on power to bagger (if not already on)
- b. Press "MK on" button on touch screen. (Machine will not turn on unless all doors are closed).
- c. Allow machine to "warm up".
- d. Calibrate scales
- e. Load film.
- f. Close doors
- g. Press "start auto" button on screen
- h. Press "start with product" button on screen.

#### 2. Bagger Operation

- a. Operator to check bag weights every hour.
- b. Calibrate scales at beginning of shift.
- c. Change film when needed.
- d. Periodically check for leaking bags and bad seals.
- e. Listen for hopper hi level alarm.
- f. Make necessary interventions, or call maintenance for help.

#### 3. Stopping Bagger

- a. Shut off feed to hopper
- b. Run bagger until empty
- c. Press "pause" button on touch screen.

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- d. Press “one empty bag” button on touch screen.
- e. Press “stop auto” button on touch screen.

#### 4. Loading film.

- a. Open rear doors
- b. Push back keepers on both sides of rolls where bobbins attach to frame.
- c. Lower film bars onto table and cut film along slanted line.
- d. Use cart to lift roll from frame, and move to storage rack.
- e. Use cart to guide new roll into place.
- f. Lower film onto bobbin support arms and latch.
- g. Bring film up across idler roller, align print, cut, and tape to old film still in machine.
- h. Close doors, reset any alarms, and run empty bags until taped seam comes through.
- i. Continue to run empty bags until Eye Mark is fully aligned.
- j. Press “start auto” button on touch screen.
- k. Press “run with product” button on touch screen.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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### REVISION HISTORY

<u>Revision Date</u>	<u>Revision Number</u>	<u>Revision Description</u>
06/05/08	01	Added Conveyor in place of Computer in summary. Added "Continue to run empty Bags until eye mark is fully Aligned." Removed document number Changed Header