
	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
	Bulk Feed System-Hanging Salt	Page : 1 of 3	Revision : 09/22/2008 Date : 06/19/2007
	Author: Randy Lanning	Job Specific	

Safety: Follow all safety rules and wear the appropriate PPE

Purpose or Objective: The purpose of this procedure safely loads bulk salt for production in a systematic and standardized way.

Procedure:

1. Load roller bed with super sacks (capacity is 6 super sacks)
2. Sack closest to hopper should be blown off with compressed air to remove any possible debris and then untied.
3. Remove manila tag. Document on the daily salt log clipboard all data required from the tag and place the tag inside the black box provided.
4. Lower the hoist to the top of the super sack and attach the hoist hooks securely to the four super sack lugs. Apply minimum weight by pressing the “up” button to check super sack lugs for weight bearing and tie the top of the plastic liner to the hoist.
5. Pressing the “up” button, raise the super sack even to the hopper and press the “in” button and move the super sack in over top of the hopper.
6. After the super sack is in position over the hopper, untie the bottom of the super sack and cut the excess plastic liner if needed. Salt should begin to flow into the hopper. If salt does not flow freely, use rubber hammer on platform to initiate proper flow.
7. If the salt is so hard that the hammer will not initiate flow, cut the bottom of the super sack open to allow salt to dispense.
8. After the salt is out of the super sack, press the “out” button to get the super sack away from the hopper.
9. Depress the “down” button to put the super sack back into its original position near the roller bed and unhook and untie the super sack from the hoist. If the super sack was cut or damaged in this process, place it in the recycle bin. If the sack was undamaged, remove the plastic liner and place into the recycle bin and fold the super sack and place on a pallet to be returned to the main plant.
10. Remove the pallet and slip sheet from the roller bed. Inspect the pallet for damage and place in the appropriate stack (damaged pallets are segregated from good pallets to prevent process issues)
11. Repeat the process.

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TRAINING DOCUMENTATION

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Job Specific

Revision Number	Revision Date	Revision Author	Revision Description
00	06/19/2007	RL	New Document
01	09/22/2008	CW	Added Blowing off the top of Super Sack, Added Covering hopper at the end of day. Placed procedure on new format