

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 1	Revision : Date : 8/9/2006
Author: Patrick Owen	Title: (00) Bag Weight Control Chart	

Personnel responsible:

Lead operator, Assistant Operator

Safety:

Steel toed shoes and safety glasses must be worn while in the plant.

Summary:

A control chart can help you to visualize and correct trends in the process. A control chart for Bag Weight Checks is provided to assist in keeping the bagger in calibration.

Procedure:

1. If the control chart is full, print a new one from the document system.
2. At every bag weight check, record the date, time, initials, and result.
3. Graph the result on the graph.
4. If the process is out of control (see the rules below), put "Y" or "Yes" under the Recalibrate column and recalibrate the bagger.
5. If you recalibrated, check a bag weight again and record the data for that one on the next row.

Out of Control Rules (also shown on the Control Chart)

1. If any weight check is out of limits (higher than 50.7 or lower than 49.7), the bag weight is out of control.
2. If any 5 checks in a row are above or below the "aim" of 50.2, the bag weight is out of control.
3. If any other condition exists that doesn't seem "normal" (for example there is a slow upward or downward trend), assume the bag weight is out of control.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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