
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Daily Clean Up for Auto Lines	Number: R12-PR-100-017	
	Owner: Mary Masters	Revision: 0	
	Effective Date: 01/08/13	Page: 1 of 3	

1.0 Purpose

- 1.1 The purpose of this procedure is to ensure the auto line machines are cleaned on a daily basis in the Repackaging Facility at Giles Chemical.

2.0 Scope

- 2.1 The auto lines are to be cleaned when the machine is shut down. This procedure applies to all auto line machines.

3.0 Responsibility

- 3.1 All employees working on auto lines are responsible for daily clean up. The shift Production Supervisor is responsible for making sure all cleaning is done properly and documented.

4.0 Definitions

- 4.1 N/A

5.0 Safety Considerations

- 5.1 Proper Personal Protective Equipment for the Repackaging Facility is required; steel toed shoes, safety glasses, hair net, and standard safety attire.



- 5.2 **Do not get the date coder or any electrical panels wet.**

6.0 Materials/Equipment for both auto lines

- 6.1 Air hose
- 6.2 Bucket of hot soapy water
- 6.3 Two cleaning rags

7.0 Procedure for Auto #1 Clean Up

- 7.1 Starting at the top of the machine using the air hose and blow off all salt inside and out of the scales.
- 7.2 On the scales, turn on the control panel and press the Zero button to empty each dump bucket.
- 7.3 After each bucket has been emptied, power off the control panel by pressing the red power button.
- 7.4 Using the air hose blow the machine out from top to bottom.
- 7.5 Using a cleaning rag with hot soapy water, wipe the fill funnel out.

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- 7.6 Wash the gripper arms and the turret.
- 7.7 Wash the bottom of the machine.
- 7.8 Wash down all doors and dry them.
- 7.9 Make sure all the filters are clean and change if needed.
- 7.10 Wipe all suction cups with a damp rag.
- 7.11 Clean seal bars and change heat tape if needed.
- 7.12 Clean the pouch magazine feeder with hot soapy water and blow dry with air hose.
- 7.13 Wash the discharge conveyor and use air hose to dry.
- 7.14 Using the air hose blow the long conveyor off.
- 7.15 Wash the long conveyor with hot soapy water and dry with air hose.
- 7.16 Using the air hose, blow all debris from taper wipe down with damp rag.
- 7.17 Change both tape rolls if needed.
- 7.18 Add ink to date coder ink pad if needed.
- 7.19 When clean up is complete, the Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Auto Lines* R12-PR-100-017.

8.0 Procedure for Auto #2 Clean Up

- 8.1 Starting at the top of the all fill system, use the air hose to removal all salt from the top of the machine.
- 8.2 Using the air hose, blow out the area where the chain is located to keep it free of salt.
- 8.3 Blow out the cup holders to assure no salt is left on or around this area.
- 8.4 Using hot soapy water wash the fill funnel.
- 8.5 Wash all the gripper arms and the turret.
- 8.6 Wash the bottom of the machine.
- 8.7 Wash down all doors and dry them.
- 8.8 Make sure all the filters are clean change if needed.
- 8.9 Wipe all suction cups with a damp rag.
- 8.10 Clean seal bars and change heat tape if needed.
- 8.11 Clean the pouch magazine feeder with hot soapy water and blow dry with air hose.
- 8.12 Wash the discharge conveyor and use the air hose to dry.
- 8.13 Using the air hose, blow the long conveyor off.
- 8.14 Wash the long conveyor with hot soapy water dry with air hose.
- 8.15 Using the air hose blow all debris from taper wipe down with damp rag.
- 8.16 Change both tape rolls if needed.
- 8.17 Add ink to date coder ink pad if needed.
- 8.18 When clean up is complete, the Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Auto Lines* R12-PR-100-F017.

9.0 Reference Documents

- 9.1 *Daily Clean Up for Auto Lines* R12-PR-100-F017

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10.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	01/08/13	MM	New Document