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|---|---|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>    |                               |  |
|   | <b>Company Procedure</b>                    |                               |   |
|   | Title: <b>Bagger Start Up and Shut Down</b> | Number: <b>P12-PR-100-042</b> |   |
|   | Owner: <b>Robert Willis</b>                 | Revision: <b>2</b>            |   |
|   | Effective Date: <b>05/14/13</b>             | Page: <b>1 of 2</b>           |   |

## 1.0 Purpose

The purpose of this procedure is to provide flawless, general start up and shut down of the bagger. Daily Shift change checks will secure the safety of the workers as one shift transfers to the next shift.

## 2.0 Scope

This procedure applies to all manufacturing workers.

## 3.0 Responsibility

Lead Operator and / or Salt Operator

## 4.0 Safety Considerations

All safety glasses and appropriate safety apparel is to be worn at all times.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

N/A

## 6.0 Procedure



General Start up and Shut down of the bagger. Daily Shift change checks

### General Startup

1. Check air valve to ensure air is turned on to bagger
2. Make sure air pressure is at least 6 bar
3. Check that product for bagging is available (salt in hopper)
4. Switch on main switch
5. Switch on weigher and transport system
6. Press "MK-ON" for Start preparation and check functions. The main supply valve for the air will be open and the heating system for the welding bars will be on.
7. Press "START AUTO MODE". The control panel now instructs you through the sequences needed to operate the machine but waits until temperatures and air pressure are correct

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### Shift Start ~ Operator Checks

- A. Clean gripper head and heaters (see Daily Checks for detailed info).
- B. Inspect heater bars for wear (see Weekly Checks for detailed info).
- C. Check print quality.
- D. Zero scales
  1. With MK running product select “manual “ screen
  2. Select “run count” screen
  3. Set “total bags for each batch” to 1
  4. Press restart batch. The MK will stop after 1 bag with the scale empty.
  5. Select “config” screen on the Scale terminal
  6. Select “weight controller” screen
  7. Select “zero scale” screen
  8. Press “zero” button – display will read 0
  9. Press “back” button
  10. Select “run” screen
  11. On the MK screen set “total bags for each batch” to 0
  12. Press restart batch – machine will begin running

### General Shutdown

1. Press “PAUSE” – this stops automatic bag filling. The discharge of the weigher will not be activated further and the horizontal sealing device will stop at the upper position
2. Press “EMPTY BAG” – this allows the last bag to be sealed and removed from the machine. An empty bag will be made.
3. Press “EXIT” – to enter main screen
4. Press “MK OFF” – main air valve will close and heating system will shut down
5. Switch off main switch – Voltage will be completely disconnected and control panel will turn off.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

Document review- updated format using new template and numbering system.

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