
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: A6/A7 Start Up Procedure	Number: R18-PR-100-071	
	Owner: Charles Huggins	Revision: 00	
	Effective Date: 02/19/2018	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to standardize the Auto 6/7 Startup procedure.

2.0 Scope

This procedure is to be performed by the Auto 6/7 Operator

3.0 Responsibility

Auto 6/7 Operators are responsible for this procedure.

4.0 Safety Considerations

Steel toed shoes, safety glasses, hair/beard nets, and smock are required in Repackaging Facility.

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

Wire brush

Flathead screwdriver



6.0 Procedure

Startup- Auto 6/7

1. Using a flat head screw driver remove the dust collection tube from forming head and empty any debris that may be settled in the collection tube and replace it.
2. Blow any dust that has settled off the machine, careful not to blow towards the film.
3. Remove pull belts and replace with a clean pair. (wash the ones you removed for later use)
4. Using wire brush clean front and rear Jaws.
5. Check to ensure the machine is in the correct recipe for the product.
6. Check scales ensure they are running and the correct recipe has been selected.
7. Make sure the elevator and hopper screw are turned on and there is salt in the hopper.
8. Check Date code ribbon, change if needed.
9. Check film supply, make sure film depletion alarm is in place.
10. Check zipper supply, ensure depletion alarm is in place.
11. Change and verify machine and box date code.
12. Run a few bags, check the weight as well as the Date code on the bag and the placement of the zipper and its crush. Adjust as needed.
13. Using the bags run a box and ensure the box date code is correct.

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14. Fill out all paperwork.
15. Double check to ensure everything is correct.
16. Get supervisor sign off on Change Over sheet/ Start up sheet. Begin production.

Responsibilities:

1. Ensure boxes, pouches and labels are correct using the Startup/Change Over sheet as a guide.
2. Ensure Combi is running correctly, and boxes are folding properly.
3. All paperwork must be filled out correctly and signed by both Operator and Supervisor.
4. Weight needs to be checked every ten to fifteen minutes.
5. Every time a weight is checked lot codes need to be verified and a drop test preformed.
6. Each packer and stacker are also responsible for reporting any Date Code issues.

7.0 Reference Documents

1. Startup sheet/Change Over
2. Pouch weight sheet.

8.0 Change Information

New Document

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