
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Bagger Operation	Number: P12-PR-100-035	
	Owner: Joe Rogers	Revision: 4	
	Effective Date: 04/20/15	Page: 1 of 2	

1.0 Purpose

This procedure defines the proper use of the Bagging machine. The steps of operation include taking the preprinted film, folding it, sealing it, filling it, and discharging the filled bag onto a conveyor belt for boxing to ship.

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



This procedure covers operation of the Bagging machine. The bagger takes the preprinted film, folds it, seals it, fills it, and discharges the filled bag onto a conveyor.

Starting Bagger

1. Turn on power to bagger (if not already on)
2. Press "MK on" button on touch screen. (Machine will not turn on unless all doors are closed).
3. Allow machine to "warm up".
4. Calibrate scales
5. Load film.
6. Close doors
7. Press "start auto" button on screen
8. Press "start with product" button on screen.

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Bagger Operation

1. Operator to check bag weights every hour.
2. Calibrate scales at beginning of shift.
3. Change film when needed.
4. Check once per pallet for leaking bags and bad seals.
5. Listen for hopper hi level alarm.
6. Make necessary interventions, or call maintenance for help.

Stopping Bagger

1. Shut off feed to hopper
2. Run bagger until empty
3. Press “pause” button on touch screen.
4. Press “one empty bag” button on touch screen.
5. Press “stop auto” button on touch screen.

Loading film

1. Open rear doors
2. Push back keepers on both sides of rolls where bobbins attach to frame.
3. Lower film bars onto table and cut film along slanted line.
4. Use cart to lift roll from frame, and move to storage rack.
5. Use cart to guide new roll into place.
6. Lower film onto bobbin support arms and latch.
7. Bring film up across idler roller, align print, cut, and tape to old film still in machine.
8. Close doors, reset any alarms, and run empty bags until taped seam comes through.
9. Continue to run empty bags until Eye Mark is fully aligned.
10. Press “start auto” button on touch screen.

Press “run with product” button on touch screen

7.0 Reference Documents

N/A

8.0 Change Information

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

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