

	GILES CHEMICAL CORPORATION		
	COMPANY PROCEDURE		
	Automated Pouch-Weekly Machine Cleaning (PM)	Page : 1 of 2	Revision : 1 Date : 06/18/07
	Author: Randy Lanning		Report #:

Safety: Follow all area safety rules. Wear the appropriate PPE when working.

Purpose: The purpose of this procedure is to describe the maintenance requirements for the manual pouch line. The pm should be done weekly to ensure proper operation of the manual pouch line

WEEKLY CLEANING ON AUTOMATED POUCH LINE (PM)

1. Clean gripper jaws
2. Check springs on gripper arms for proper operation
3. Clean bushing on gripper arms (Big and small hole)
4. Check black nylon bushing for wear
5. Check vacuum cup for hole and wear; replace if needed
6. Check vacuum line for dust-blow out dust and trash to ensure proper operation
7. Clean vacuum filter (total of three); change if required
8. Grease all fittings if needed-moving parts
9. Check teflon tape on seal bars for wear; change if required
10. Check bags
11. Check leakage on scale above platform toward machine (clean and oil as required)



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Automated Pouches-Weekly Machine Cleaning
(PM)

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Report #:

	EMPLOYEE	TITLE	SIGNATURE	DATE
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