

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company FORM**Title: **Daily Clean Up for Auto #6**Number: **R12-PR-100-F017f**Owner: **Thomas Evans**Revision: **02**Effective Date: **6/22/18**Page: **1 of 1**

Auto #6 Cleaning Log

Auto lines are cleaned according to the ***Repackaging Cleaning Procedure (R13-PR-100-034)***.

Check each block below as the line is being cleaned. Lead Operator must verify that the line is clean before signing. By signing; you are verifying that the line is clean and ready for use. After cleaning is complete turn the sign off sheet in to your supervisor.

Shift #1 <input type="checkbox"/>	Shift #2 <input type="checkbox"/>	Shift #3 <input type="checkbox"/>
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Non-critical Contact Points:

- ☐ Used compressed air to blow off all salt inside and outside of the scales.
- ☐ Emptied each bucket of the scales.
- ☐ Used compressed air to blow salt off the machine from top to bottom.
- ☐ Removed pull belts, washed with warm water in sink, blow dry before reinstalling.
- ☐ Cleaned seal bars and changed seal tape (if needed).
- ☐ Wiped down doors, forming tube, film rollers, zipper inserter rollers, date coder, and bag support table with a damp rag.
- ☐ Used compressed air to blow off all conveyors and then wiped them down with a damp rag.
- ☐ Used compressed air to blow off the metal detector, wiped it down with a damp rag.
- ☐ Used compressed air to blow off the Combi case erector, pack station, and sealer, wiped them down with a damp rag (changed tape rolls if needed)
- ☐ Cleaned up all nonconforming pouches and disposed of salt following the *Rework and Reprocessing of Salt* procedure (R12-PR-100-007).
- ☐ Swept the area around the machine to clean up all debris.
- ☐ Ensure scale (above and below the buckets) bolts/springs are in place

Critical Contact Points:

- ☐ Blew out Hopper with compressed air and sprayed it with Isopropyl alcohol while it was empty.
- ☐ Posted correct ID sign (RED-Not Clean, GREEN-Cleaned for USP, and BLUE-Cleaned for Tech Grade) stating the condition of the machine.

Comments:

Operator Signature: _____ Date: _____

- ☐ I hereby verify that this line is clean, has the correct ID sign posted and is ready for use

Supervisor Signature: _____ Date: _____

Reviewed By: QA Initials: _____ Date: _____

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**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Repackaging Daily Downtime Report** Number: **R13-FM-100-042**Owner: **Monte Plott**Revision: **02**Effective Date: **04/24/17**Page: **1 of 1****REPACKAGING DAILY DOWN TIME REPORT**

PLEASE FILL IN	
Date:	<p>This is a Daily Log for the machine; this log is meant for documenting issues occurring on the machine during a shift</p> <p>For example, if scales were one of the top three issues, please note this on the appropriate line (and you should be scanning appropriately in Vorne) and explain what happened with the scales, what work has been attempted on the scales and how they were working at the change of shift</p> <p>If there were no issues, the Notes for the Day section still needs to be filled out with any sort of communication helpful to the on-coming crew...example, "will be finishing up Product X an hour into the next shift...expect a changeover"</p>
Lot #:	
Line#:	
Operator:	
Process/Mechanical Issues	Daily Issues (if no issues, use N/A)
Gripper Arms	
Combi	
Scales	
Seal bars/pouch seals	
Date Coder	
Labeler	
Other	
Notes for the Day: <i>(anything that needs to be communicated to the on-coming shift about the machine or product)</i>	

(Please use the back of this document if more space is needed for further documentation)

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**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Auto Line Summary Report**Number: **R13-FM-100-039**Owner: **Monte Plott**Revision: **1**Effective Date: **09/22/15**Page: **1 of 1****AUTO LINE:** _____**DATE:** _____**Operator:** _____**Shift:** _____

#	DESCRIPTION	SUMMARY REPORT
1	RECIPE SELECT	
2	PRODUCT SPEED	
3	FRONT TEMP	
4	REAR TEMP	
5	DATE CODE TEMP	
6	INFEED BAGS	
7	SEALING BAGS	
8	EMPTY DROPPED BAGS	
9	PACKING EFFICIENCY	
10	GRIPPERWIDTH	
11	RUN TIME H:M:S	
12	TOTALH:M:S	
13	UCF BEARING	
14	CAM BEARING	

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GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: Incoming Salt Inspection Form

Number: R12-FM-100-006

Owner: Cody Akins

Revision: 06

Effective Date: 6/7/18

Page: 1 of 1



Salt Hanger: _____ Date: _____ Shift: _____ Hopper #: _____

*** DO NOT CUT SUPER SACK IF THE FLOW IS LESS THAN 4. ONLY CUT SACKS WITH A FLOW OF 4 OR 5 IF NECESSARY AND WITH SUPERVISOR APPROVAL ***

Vendor G/O	Accept Y/N	Lot #	Time Dropped	Circle AM/PM	TIME MADE (Military)	SACK DATE	OPERATOR #1-4	SACK #	TEMP (Dry)	TEMP (Cool)	Type of Salt	FLOW 1-5	*CUT (Initials or N)	CLEAN Circle (Y/N)
1. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
2. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
3. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
4. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
5. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
6. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
7. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
8. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
9. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N
10. G O	Y N			AM/PM			1 2 3 4 N/A					1 2 3 4 5		Y N

Supervisor: _____ Reviewed by Quality: _____

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