1.0 Purpose

This procedure outlines the steps necessary for cleaning the build up of dust and salt, checking for loose or damaged parts, and a calibration check.

2.0 Scope

This procedure applies to the Hayssen Bagger in the Manufacturing Facility at 102 Commerce Street, Waynesville, NC.

3.0 Responsibility

Lead Operator, Salt and/or Assistant Operator

4.0 Safety Considerations

Safety glasses and safety shoes are 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

Cleaning the bagger is necessary for reliable performance. The goal is to clean the build up of dust and salt, check for loose or damaged parts, and calibration.

Preparation

1. Continue running the machine until the feed hopper is empty.
2. Run one empty bag to clear the last bag of salt.
3. Put on safety gear.
4. Lock Out Bagger before doing any internal cleaning

Cleaning

5. Use a dead blow hammer to dislodge built up salt from the hopper.

6. Open the scales by dumping turning each line off, pressing 'Poll' on the diagnostics screen, and pressing 'Weigh Bucket'. This will manually empty each scale into the bags.
7. Use a vacuum cleaner and/or air hose to clean dust from inside the scale housing, outside the scale housing, calibration weights, and the top of bagger.
8. Examine the inside of the scale for salt buildup, and remove buildup mechanically or with hot water (only if necessary).
9. Check for any loose or damaged parts.
10. This completes the cleaning of the scales.
11. Open the doors to the bagger and remove any dust or salt residue from all parts of the machine. DO NOT USE WATER.
12. Clean the idler and pinch rollers in the back of the machine. Use a damp rag to remove salt buildup from the rollers, and cleaner to remove the ink residue.
13. Inspect the machine for broken or damaged parts. Grease all points.
14. Cleaning is now complete.

Calibration

15. Follow calibration procedure.

Restoration

16. Run a few empty bags and check for proper alignment and sealing.
17. Begin feeding salt into the hopper
18. Start with product and observe for proper sealing and weights.

7.0 Reference Documents

N/A

8.0 Change Information

- Added 'Hayssen' to bagger description in Scope
- Added plant address to Scope
- Added details in 6.6 to empty scale buckets
- Changed document owner