
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: PM Autopouch Line #4	Number: M15-PR-200-054	
	Owner: Thomas Evans	Revision: 01	
	Effective Date: 05/1/2018	Page: 1 of 2	

1.0 Purpose

This procedure establishes the requirements for monthly preventive maintenance for Autopouch Line #4.

2.0 Scope

This procedure applies to Autopouch Line #4 at the Repackaging Facility. This procedure shall be performed monthly at a minimum or as necessary.

3.0 Responsibility

Maintenance will lead PM of machines with assistance of assigned production employees.

4.0 Safety Considerations

All Contractors/Service Personnel are expected to observe all safety rules and regulations while on Giles Chemical property.

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

- Tools necessary for PM of autopouchers
- Tools necessary for PM of conveyor
- Tools necessary for PM of tapers



6.0 Procedure

Auto Pouch #4 Machine

1. Clean gripper jaws.
2. Check springs on gripper arms for proper tension and attachment.
3. Clean bushings on gripper arms (both big hole and small).
4. Check black nylon bushings for wear and replace as necessary.
5. Check vacuum cups for wear and replace as necessary.
6. Check vacuum lines for dust and blow out any trash or dust that is noticeable.
7. Change all vacuum filters (quantity of three).
8. Grease all fittings on moving parts and wipe off any excess grease.
9. Change Teflon tape on seal bars and cooling bars.

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10. Check bag.
11. Check leakage on scale (above platform toward machine).

Conveyor

1. Check belt connector wires for proper connection and repair and/or replace if necessary.
2. Clean salt and trash from around end roller.
3. Check drive chain and grease/oil as required for proper operation.

Combi Case Erector and Case Sealer

1. Clean salt dust and corrugate dust from inside case erector and sealer.
2. Check all filter regulators for correct labeled psi air pressure and drain water if needed.
3. Check vacuum cups for visible wear and tears. Replace if cracked or worn.
4. Check for loose belts on belt drives. Tighten if needed. Tensioning procedure in Combi Operating Manual if needed.
5. Clean salt and trash from around end rollers on white plastic product conveyor belt and black packing conveyor belt.
6. Check all air lines for cracks, leaks, or kinks. Replace if needed.
7. Clean all photo eyes and reflectors. Do not use solvent based cleaners.
8. Clean all threaded adjustment rods with mild cleaning solution.
9. Lube all grease fittings (erector belt drives, sealer belt drives, product conveyor, box conveyor, carriage roller bearings)
10. Check all bolts and fasteners for looseness. Tighten as needed.
11. Clean and wipe down all doors and components.
12. Check tape knives and clean.
13. Oil pads that knives stop on.
14. Check all springs to see if they are in proper operating condition and operating properly.

7.0 Reference Documents

PM Autopouch Line #4 form (M15-PR-200-F054)

8.0 Change Information

Revised Procedure to include Combi Pack Station

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