
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Daily Clean Up for Manual Lines	Number: R12-PR-100-018	
	Owner: Mary Masters	Revision: 0	
	Effective Date: 01/08/13	Page: 1 of 2	

1.0 Purpose

- 1.1 The purpose of this procedure is to ensure the manual lines are cleaned on a daily basis in the Repackaging Facility at Giles Chemical.

2.0 Scope

- 2.1 Then manual lines are to be cleaned when the machine is shut down. This procedure applies to all manual line machines.

3.0 Responsibility

- 3.1 All employees working on manual lines are responsible for daily clean up. The shift Production Supervisor is responsible for making sure all cleaning is done properly and documented.

4.0 Definitions

- 4.1 N/A

5.0 Safety Considerations



- 5.1 Proper Personal Protective Equipment for the Repackaging Facility is required; steel toed shoes, safety glasses, hair net, and standard safety attire.
- 5.2 **Do not get the date coder or any electrical panels wet.**

6.0 Materials/Equipment for both manual lines

- 6.1 Air hose
- 6.2 Bucket of hot soapy water
- 6.3 Four cleaning rags
- 6.4 Allen wrenches
- 6.5 Screw driver

7.0 Procedure

- 7.1 Make sure big bell is empty.
- 7.2 Take fill funnel off and wash with hot soapy water.
- 7.3 Take the small auger out and wash with hot soapy water.
- 7.4 Take collar off located at the bottom of the big bell and wash with hot soapy water.

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- 7.5 Place the fill funnel, small auger and collar on the table to air dry.
- 7.6 Clean fill table with hot soapy water and dry with dry rag.
- 7.7 Open sealer by loosening the two thumb screws.
- 7.8 Take the guide plates off each end.
- 7.9 Using the air hose blow all salt and debris out.
- 7.10 Wash the sealer with hot soapy water and dry with the air hose.
- 7.11 Check all belts and guides to assure they are in good condition.
- 7.12 Clean sealer conveyor belt with hot soapy water and dry with the air hose.
- 7.13 Wash packing table with hot soapy water and dry with dry rag.
- 7.14 With a damp rag wipe taper down and change both tape rolls if needed.
- 7.15 Add ink to date coder ink pad if needed.
- 7.16 When clean up is complete, the shift Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Manual Lines* R12-PR-100-F018.

8.0 Reference Documents

- 8.1 *Daily Clean Up for Manual Lines* R12-PR-100-F018

9.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	01/08/13	MM	New Document