
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manual Line Leader	Number: R14-PR-200-049	
	Owner: Kim Williams	Revision: 0	
	Effective Date: 08/14/2014	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to outline the Manual Line Leader's responsibilities.

2.0 Scope

This procedure is to be performed any time a manual line is in use.

3.0 Responsibility

Manual Line Operator: responsible for following this procedure

4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

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

When working a scented line, filler is required to wear blue rubber gloves.



6.0 Procedure

Responsibilities

1. The line leader is responsible for everyone on their line
2. Inspect materials to ensure correct pouches and boxes are being used. Barcodes and date codes on both box and pouch must match that on the *Change Over/Start-up Sheet*
3. Check salt line to make sure it is turned on correctly.
4. Check recipe on AMS to ensure it is correct.
5. Make sure sealer is on and is at appropriate temperature before starting.
6. Check tape machine to make sure it is running correctly and tape is good.
7. All paper work must be filled out and *Change Over/Start-up Sheet* must be signed off on by supervisor, before starting production.
8. Before start up, fill three pouches, weigh the third pouch to make sure weight is within specifications.
9. Weight must be checked and recorded every ten minutes- adjust weight as needed.
10. Liquid weight must be checked and recorded every 15 minutes- adjust weight as needed.
11. *Expiry Date Code Sign-off Sheet (R12-FM-100-009)* must be filled out and initialed every hour by everyone on the line to ensure correct date code on pouches and boxes.

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12. *Daily Clean-up For Manual Lines (R12-PR-100-F018)* is filled out, signed, and turned into supervisor at end of shift.
13. *Downtime Sheet (R13-FM-100-042)* must be filled out with time down, back up, and reason line was down wrote legibly.
14. Drop test should be done with every weight check and recorded every 10 minutes on the proper *Weight Sheet*.
15. Check *Change Over/Start-up Sheet* for proper packing/ stacking configure.

All paperwork is legal documents and should be treated as such!

Filling

1. If using a manual line with a hot date code stamp, pouches must be date coded prior to filling.
2. Place opened pouch under fill funnel and press foot pedal to release salt from AMS.
3. Check weight and record every 10 minutes, adjust as needed.
4. To adjust salt weight on M1 and M3- on AMS control panel there is an up and down arrow, these buttons adjust weight. To adjust salt weight on M2- press program till you read PSET, then press the arrow button pointing to the right to the second number (ten's spot), then use the down button to change number to desired setting. To adjust salt weight on M4-touch revs numbers, type in desired numbers and press the arrow button at the bottom far right to enter.
5. Check liquid weight every 15 minutes and adjust as needed.

7.0 Reference Documents

Change Over /Start-up Sheet

Weight Sheet

Expiry Date Sign-off

(R13-FM-100-009)

Down time Sheet

(R13-FM-100-042)

Daily Clean-up For Manual Lines

(R12-PR-100-F018)

8.0 Change Information

New Procedure

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