

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
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Objective

Provide guidelines for activities that should be performed every morning before production at the Repack facility begins.

Scope

Repack facility

Responsibility

Lead Operators, Repack Manager, and Maintenance

Procedure

1. Turn on the plant floor lights located next to the front office.
2. As you walk into the plant, on your right pull both red E-stop buttons for the elevator and screw.
3. Stand in front of the carton machine you intend to run that day and reach up and turn the red handle on. Press the green pump start button until the light comes on. Press the green index start button until the light comes on.
4. Walk up the bulk hopper stairs and open the hanging bag of salt to start the flow of salt. Repeat this process at the pouch machine hopper.
5. Turn on the air compressor (located by the bay door) by turning the black knob on the control panel from the red position to the green position.
6. Turn on the oil pump (located by the bay door) by tuning the black knob on top of the machine to the "On" position.
7. Turn on the chiller circulation pump by pressing the green "Start" button on the control panel located by the fire extinguisher (located by the bay door).
8. Open up the Panel C circuit breaker box (located by the bay door).
9. Flip breakers 1 and 3 to the on position (to the right).
10. Go to the pouch machine screen and turn the E-stop knob and push the power button and enter code 1111.
11. Go to the pouch machine digital scales hanging to the right of the pouch machine and push the power button.
12. The wall behind the pouch machine is full of power boxes. Working from the pouch machine toward the office, do the following: Turn the first switch to SP then flip the power handle on for the Flexcon 4. Go to the next panel and turn on conveyor 2 & 3, then turn on flexcon 1 OR 2 whichever carton machine is being ran. The next box turn on bucket elevator, the next turn on for the vibrator. GO to the next box and flip the power switch on and the last flip over to the A position.

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13. Walk back to the carton machine being ran and go to the side closest the office.
Look up and pull the red E-stop button to fill the AMS with salt.
14. Go back to the post with the red buttons (under the bulk salt hopper) and turn on light switch to start vibrator.
15. Pull the proper corrugated boxes, cartons, and pouches from storage.
16. Place the corrugated boxes on the packing tables and place the cartons/pouches in the proper machines.
17. Begin working on the daily paperwork.
18. Begin production.