

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : 12-15-06 Date : 11-14-05
Author: Selwyn Scoggin	Title: (00) Palletizer Procedure	

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Personnel responsible:

Lead operator, assistant operator.

#### Safety:

Steel toed shoes and safety glasses

#### Summary:

The palletizer and associated conveyors receive the filled bags from the bagger, convey them to the palletizer where they are arranged into layers and stacked on a pallet. The full pallet is discharged from the palletizer and conveyed to the stretch wrapper, where it is wrapped and sent to the pick up area.

#### Procedure:

##### A. Starting Palletizer

1. Inspect palletizer for loose and/or damaged components.
2. Clean up loose bags and salt from conveyors and palletizer (do not use water).
3. Clean all photo eyes with a damp rag.
4. Reset safety chord.
5. Insure doors on electrical panels for conveyor and palletizer are closed.
6. Press start button on palletizer.
7. Select number of bags per layer and number of layers per pallet.
8. Insert adequate number of slip sheets into placer, ~~and~~.
9. Place no more than 12 pallets into dispenser.
- ~~8-10.~~ Reset and start the safety switch at the bagger.
- ~~9-11.~~ Press start button on conveyor panel.
- ~~10-12.~~ System is now ready to receive bags.

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##### B. Operating Palletizer

1. The operator will make rounds as required by the log sheet to observe for proper operation and potential problems.
2. Make corrective interventions as required.

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C. Stopping Palletizer

1. Stop the bagger from sending bags to the palletizer. Hopefully, the right number of bags to finish a pallet.
2. If it is necessary to stop with an uncompleted pallet, press the clear button, and the palletizer will empty itself.
3. Press stop button on palletizer.
4. Insure that all bags, broken and unbroken are removed from conveyors, catwalks, palletizer, and floor.
5. Clean up any residual salt that may have spilled.
6. Press stop button on conveyor control panel.

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**REVISION HISTORY**

<u>Revision Date</u>	<u>Revision Number</u>	<u>Revision Description</u>
11/14/05	00	New Document
12/15/06	01	Update from Operator training

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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