
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Manual Line Sealer</b>	Number: <b>R14-PR-200-050</b>	
	Owner: <b>Kim Williams</b>	Revision: <b>0</b>	
	Effective Date: <b>08/14/2014</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to outline the responsibilities of the Manual Line Sealer position.

## 2.0 Scope

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

## 3.0 Responsibility

Line Sealer: 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

N/A



## 6.0 Procedure

### Responsibilities

1. Inspect pouch to ensure pouch is correct.
2. Date code pouches (where applies), this must match the *Change Over/Start Up* sheet.
3. If date code is not legible or print is in wrong place on pouch, pouch cannot be used.
4. Line Sealer must keep an eye on weight of pouch, make filler/line leader aware of change in weight for adjustments and documentation.
5. If pouch weight is not within weight specs, sealer must add or remove salt.
6. Line Sealer must keep an eye on packer, do not allow pouches to back up into sealer this will tear up the sealer.
7. Line Sealer is responsible for helping stack boxes, see *Change Over/Start Up* sheet for stacking configuration.
8. Line Sealer must initial *Expiry Date Sign Off* sheet (*R12-FM-100-009*) stating that date code on pouch and box is correct and matches that on *Change Over/Start Up* sheet.

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### Sealing Pouch

1. Turn sealer on and allow sealer to reach appropriate temp.
2. If working on line with hot stamper pouches must be date coded prior to filling.
3. To date code using hot stamper:
  - a. Slide pouch under guides until it reaches the back guide.
  - b. The red light on the hot stamper is the sensor and will trigger hot stamper to date code pouch.
  - c. Remove pouch and continue through the stack of pouches
4. To date code using video jet- pouch must be placed into sealer so that video jet can print date code on proper side of pouch.
5. After pouch is filled, place pouch on weight scales to verify weight and record the weight on the appropriate *Pouch Weight Sheet* (Recochem products must be done with every pouch).
6. If weight is not within specs salt must be added or removed to meet requirements.
7. If weight is correct place pouch into front of sealer-take pouch just below zipper and pull pouch tight to remove any air from pouch.

**Do not allow zipper to go thru sealer as this will break the sealer!**

### **7.0 Reference Documents**

*Expiry Date Sign Off (R12-FM-100-009)*  
*Change Over/Start Up sheet*  
*Pouch Weight Sheet*

### **8.0 Change Information**

New Document

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