
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: <b>Auto 1 Operator</b>	Number: <b>R14-PR-200-043</b>	
	Owner: <b>Kim Williams</b>	Revision: <b>0</b>	
	Effective Date: <b>08/14/2014</b>	Page: <b>1 of 3</b>	

## 1.0 Purpose

The purpose of this procedure is to outline the responsibilities of the Auto 1 Operator.

## 2.0 Scope

This procedure is to be performed by the Auto 1 Operator.

## 3.0 Responsibility

Auto 1 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



N/A

## 6.0 Procedure

### Responsibilities

1. The operator is responsible for everyone on their line.
2. Inspect the pouches, boxes, and labels to ensure the correct materials are being used. All information must match the information listed on the *Change Over/Start- up Sheet*.
3. Check tape machine to ensure it is working properly and tape is properly aligned.
4. All paperwork must be filled out and *Change Over/Start- up Sheet* must be signed off on by supervisor, **before beginning production**.
5. Weight must be recorded every 500 pouches- the red light will flash.
6. Liquid weight must be recorded every 500 pouches- the red light will flash.
7. *Daily Clean-up Sheet (R12-PR-100-F017)* is signed and turned into supervisor at end of every shift.
8. *Down Time Sheet (R13-FM-100-042)* must be filled out with time machine goes down, time the machine comes back up, and reason machine was down- write legibly.
9. Drop Test should be done and recorded with every weight check.
10. Check *Change Over/Start- up Sheet* for proper packing and stacking of product- ensure line staff understands.
11. *Auto Summary Report (R13-FM-100-039)* must be filled out at the end of a run or at shut down and turned into supervisor.

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12. All scented salt waste is to be placed into a yellow wheelbarrow, weighed, the weight recorded, and salt placed in the dumpster.
13. Record supersack/50# bag information on *Incoming Salt Inspection Form (R12-FM-100-006)*.

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

### **Start Up –Auto 1**

1. Turn machine on by pulling emergency stop button out and pressing power on button.
2. Enter operator code.
3. Check to ensure machine is in the correct recipe for product.
4. Check to ensure all previous data is cleared from machine before start of the day.
5. Turn scales on by pulling E-stop button and press power on.
6. Open super sack – turn salt line on, always put in auto mode.
7. Turn on each individual scale by pressing the small red power button on each board.
8. Turn liquid pump on by flipping power strip on- make sure pump is set on 0.
9. Turn liquid scales on.
10. Prime liquid line to remove any air that might be trapped in line.
11. Manually check liquid weight to ensure proper amount is being used.
12. Check date code and ribbon, change ribbon as needed.
13. Check all suction cups, change suction cups as needed.
14. Check fill funnel to ensure correct one is being used for product and it is installed correctly.
15. Check seal tape, change seal tape as needed.
16. Fill in all paper work and get supervisor signature on the *Change Over/Start-up Sheet*.
17. Blow out all air filters. There are a total of three. (This is done just before running to ensure they are clean.)

### **Operating Auto 1**

1. Load pouches in magazine to ensure the date code is on proper side of pouch.  
i.e.: Pennington 7# Pouches run front side up, so that the date code goes on the front side of the pouch. Walgreen Pouches run face down so that the date code goes on the back side of the pouch.
2. Stop plate on magazine should be positioned to where pouches get loaded into the gripper arms just below the zipper on the pouch. This ensures a proper seal.
3. Date code must stamp in the designated area on the pouches -adjust as needed.
4. Suction cups at station 4 should be offset just a little, as to not get a false reading
5. Settling table should be placed directly under the center of the pouch.

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6. Operator must keep a constant eye on the discharge belt to keep pouched from backing up into machine-this can throw machine out of timing. Also, operator must watch the front of the magazine, packers, stackers, and most importantly the weight of the pouches- weight can change suddenly.
7. Adjust weight as needed to keep pouch within weight parameters.
8. Make sure pouches are sealing properly. If not, clean and change the seal tape as needed

### Changing Over Auto 1

1. Clean machine out and wash the gripper arms.
2. Clean out liquid line by running hot soapy water through the pump.
3. On the operator screen, go to the operator switches-turn safety off to use the jog button.
4. Go to main menu, touch recipe select, and choose correct recipe for the product.
5. Change scales to correct weight of product –turn scales off individually with red start/ stop button, hold mode until it changes to the number 2 screen, use arrow buttons to change to needed weight, press mode again, then press ESC, then turn the scale back on with the start/stop button. Continue with each scale. If weight is changed to a lower weight then bucket must be emptied after changed. Empty the bucket by pressing the zero button, one time per scale.
6. Adjust liquid weight to required amount by moving liquid pump knob.
7. Adjust magazine to fit pouches. The rails should be loose enough for the pouches to slide forward but pouch should not move side to side
8. Set the date code to the proper location on pouch.
9. Change fill funnel if needed.
10. Run a few pouches to ensure proper weight and seal before starting up.

### 7.0 Reference Documents

*Daily Clean-up Sheet (R12-PR-100-F017)*

*Down time Sheet (R13-FM-100-042)*

*Change Over/Start-up Sheet*

*Pouch Weight Sheet*

*Auto Summary Report (R13-FM-100-039)*

*Incoming Salt Inspection Form (R12-FM-100-006)*

### 8.0 Change Information

New Document

**Controlled Document**