

	<b>GILES CHEMICAL</b>		
	<b>COMPANY PROCEDURE</b>		
	<b>Bag Weight Checks and Control Chart</b>	Page : 1 of 4	Revision : 01 Date : 05/27/09
	Author: <b>Jason Bumgarner</b>		Job Specific

**Personnel responsible:**

Lead Operator and / or Salt Operator

**Safety equipment:**

All safety glasses and appropriate safety apparel is to be worn at all times.

**Summary:**

Checking the bag weights, bagger and super sack weight accuracy

**Procedure:**

- Salt Operator Logs
  - Every two hours the Salt / Assistant Operator is responsible for checking the weight of a super sack or 50- lbs bag which ever is being run at the time.
    - 50-lb bags are to be weighed using the scale next to the bagger
      - Weight tolerance for the 50-lb bags is  $\pm 0.50$ -lbs. An empty bag weighs 0.18-lbs so the weight of a filled bag should be between 49.68 & 50.68 lbs
      - If the bag is out of this weight range, another bag is to be weighed immediately. If both are out of range the bagger must be recalibrated.
      - Weights are to be recorded on the operator log and the weight trend chart
    - Super sacks are to be weighed using the floor scales.
      - If super sacks are being ran during the allotted time slot for weight checks the super sack is filled, taken to the floor scale and weighed. The amount is recorded on the log sheet.
      - Weight tolerance for the super sacks is  $\pm 1.0\%$ . An empty sacks and liner weighs 5-lbs and a pallet normally weighs between 30 and 40-lbs so the weight of a filled sack on the pallet should be between 2,015 & 2,065 lbs
      - If the sack is out of this weight range, another sack is to be weighed immediately. If both are out of range the bagger must be recalibrated.
        - Call Maintenance for assistance



## GILES CHEMICAL COMPANY PROCEDURE

**Bag Weight Checks and Control Chart**

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Job Specific

- Charting 50-lb weight checks
  - A sheet is provided for the assistant to perform in process weight verification
  - At the beginning of each page is the scale verification
    - Operators are to use a 50-lb weight and record weights in the “check” row
    - If the scale is not at 50.00-lb, the operator should zero scale and check “recal”
  - The assistant Operators are to check the weights of the bags coming from the bagger once every two hours.
    - Date, time, Oper. initials, results are to be place in the row every two hours.
    - If the weight is out of specification (  $\pm 0.50$  ) the bagger should be recalibrated
    - Plot each weight recording on the chart and connect the dots.

**MUST DO  
SCALE  
VERIFICATION**

50 Pound Bag Weight Check																	
QC	Date	Time	Oper	Result	Recal	Before starting each new page of weight checks Verify scale accuracy by using Test Weight											
check	12-1-07	07:15	JB	50.01	X		49.7	49.8	49.9	50.0	50.1	50.2	50.3	50.4	50.5	50.6	50.7
1	12-1-07	07:20	JB	50.19													
2	12-1-07	09:00	JB	50.23													
3	12-1-07	11:15	JB	50.03													
4	12-1-07	13:02	JB	50.25													
5	12-1-07	15:20	JB	50.31													
6	12-1-07	17:02	JB	50.39													
7	12-1-07	19:05	JB	50.11													
8	12-1-07	21:11	JB	50.19													
9	12-1-07	23:20	JB	50.07													
10	12-2-07	01:15	JB	49.65	Yes												
11	12-2-07	01:16	JB	50.18													
12	12-2-07	03:05	JB	50.22													
13	12-2-07	05:11	JB	50.30													
14	12-2-07	07:02	JB	49.98													
15	12-2-07	09:02	JB	49.93													
16	12-2-07	11:06	JB	50.01													
17																	
18																	
19																	

**PLOT  
WEIGHTS**

If out of Spec.  
You must  
recalibrate



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Job Specific

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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