



|   |  |                               |   |
|---|--|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>         |                               |  |
|   | <b>Company Procedure</b>                         |                               |   |
|   | Title: <b>Bag Weight Check and Control Chart</b> | Number: <b>P12-PR-100-040</b> |   |
|   | Owner: <b>Jason Bumgarner</b>                    | Revision: <b>2</b>            |   |
|   | Effective Date: <b>05/14/13</b>                  | Page: <b>1 of 2</b>           |   |

## 1.0 Purpose

The purpose of this procedure is to illustrate the precise operation of the bag weight. This double check of the bag's weight, bagger process, and super sack filling ensures that the weight is free of error.

## 2.0 Scope

This procedure applies to all manufacturing workers.

## 3.0 Responsibility

Lead Operator and / or Salt Operator

## 4.0 Safety Considerations

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

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

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.

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

|   |  |                               |   |
|---|--|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>         |                               |  |
|   | <b>Company Procedure</b>                         |                               |   |
|   | Title: <b>Bag Weight Check and Control Chart</b> | Number: <b>P12-PR-100-040</b> |   |
|   | Owner: <b>Jason Bumgarner</b>                    | Revision: <b>2</b>            |   |
|   | Effective Date: <b>05/14/13</b>                  | Page: <b>2 of 2</b>           |   |

- 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

## 7.0 Reference Documents

N/A

## 8.0 Change Information

Document review- updated format using new template and numbering system.

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.