
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Auto 2 Operator	Number: R14-PR-200-044	
	Owner: Kim Williams	Revision: 0	
	Effective Date: 08/14/2014	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to outline the responsibilities of the Auto 2 Operator.

2.0 Scope

This procedure is to be performed by the Auto 2 Operator.

3.0 Responsibility

Auto 2 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 pouches, boxes, and labels to ensure 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 running correctly and tape is properly aligned.
4. All paper work must be filled out and *Change Over/Start -up sheet* must be signed by the supervisor, **before beginning production**.
5. Weight must be recorded every ten minutes.
6. *Expiry Date Sign-off Sheet* must be filled out and initialed every hour by everyone working the line to ensure correct date code on pouches and boxes.
7. At the end of each shift the *Daily Clean-up Sheet (R12-PR-100-F017)* is to be signed and turned into the supervisor.
8. *Down Time Sheet (R13-FM-100-042)* must be filled out with time machine went down, time machine came back up, and reason machine was down- write legibly.

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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 *Auto Summary Report (R13-FM-100-039)* must be filled out at the end of run or at shut down and turned into supervisor.
11. Recovered product will be placed into an empty supersack, on a pallet and must be labeled with a purple, *Recovered Product Placard (R13-FM-100-061)*. Check rework if salt is clean: reprocess if salt is not clean. **NO scented salt is to be put in supersack!**

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

Start Up- Auto 2



1. Check weight cups in all-fill are correct for weight of product.
2. Turn auto machine on by pulling emergency stop button out and press power on button.
3. Put the machine into set up mode to open doors.
4. Check to ensure Auto 2 is in the correct recipe for product.
5. Check to ensure all previous data is cleared from machine before start of the day.
6. Turn all-fill on by pulling the all-fill emergency stop button out, push the reset button, touch start on screen, then touch run on the screen.
7. Make sure salt is turned on, from the hopper.
8. Turn weight conveyor on by pulling the conveyor emergency stop button out and press start on the screen.
9. Check to make sure weight conveyor is in correct recipe for product.
10. Check date code ribbon, change ribbon as needed.
11. Check all suction cups, change suction cups as needed.
12. Check fill funnel to ensure correct one is being used and is installed correctly.
13. Check seal tape, change seal tape as needed.
14. Fill in all paper work and get supervisor to sign off on *Change Over/Start-up Sheet*
15. Blow out all air filters. There are 7 total. (This is done last to ensure they are clean to begin.)

Operating Auto 2

1. Properly load pouches into magazine to where date code is printed correctly on the pouch. (Pennington pouches run front side up so that date code goes on front of the pouch, Walgreen pouches run face down so date code goes on back.)
2. Stop plate on magazine should be positioned to ensure pouches get loaded into the gripper arms just below zipper on pouch. This ensures proper seal.
3. The date code must stamp in designated area on the pouch-adjust as needed.
4. Suction cups at station 4 should be offset just a little so not to get false reading.

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5. Settling table should be placed directly under center of the pouch.
6. Operator must keep a constant eye on discharge belt to keep pouches from backing up into machine-this can throw machine out of time. Also, operator must watch the front of magazine, packers, stacker, and most importantly the weight on pouches-this can drop suddenly.
7. Adjust weight as needed to keep pouch weight within parameters. Adjust weight by using button at front of machine under operators screen-by moving cups up the weight goes down.
8. Make sure pouches are sealing properly. If not, clean and change seal tape as needed.

7.0 Reference Documents

Expiry Date Sign-off (R12-FM-100-009)
Change Over/Start-up sheet
Pouch Weight Sheet
Recovered Product Placard (R13-FM-100-061)
Auto Summary Report (R13-FM-100-039)
Down Time Sheet (R13-FM-100-042)
Daily Clean-up Sheet (R12-PR-100-F017)

8.0 Change Information

New Document

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