

| GILES CHEMICAL CORPORATION | | |
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| COMPANY PROCEDURE | | |
| Standard Operating Procedure | Page : 1 of 4 | Revision : 11-14-05 Date : |
| Author: Selwyn Scoggin | Title: (00) Bagger Cleaning Procedure | |

Manuf-Bag-01

Personnel responsible: Lead operator

Safety:

Steel toed shoes, safety glasses, and approved dust mask must be worn while cleaning the bagger.

Summary:

Cleaning the bagger is necessary for reliable performance. The goal is to clean the build up of dust and salt, check for loose or damaged parts, and calibration.

Procedure:

A. Preparation

1. Continue running the machine until the feed hopper is empty.
2. Run one empty bag to clear the last bag of salt.
3. Put on safety gear.

B. Cleaning

1. Use a dead blow hammer to dislodge built up salt from the hopper.
2. "Cheat" the bulk hopper solenoid and the weigh bucket solenoid to empty any salt from the scales.
3. Go to the back of the machine, cut the film loose from the roll and remove loose film from the machine.
4. Use a vacuum cleaner and/or air hose to clean dust from inside the scale housing, outside the scale housing, calibration weights, and the top of bagger.
5. Examine the inside of the scale for salt buildup, and remove buildup mechanically or with hot water (only if necessary).
6. Release or uncheat the bulk hopper solenoid and the weigh bucket solenoid.
7. Check for any loose or damaged parts.
8. This completes the cleaning of the scales.
9. Open the doors to the bagger and remove any dust or salt residue from all parts of the machine. DO NOT USE WATER.
10. Clean the idler and pinch rollers in the back of the machine. Use a damp rag to remove salt buildup from the rollers, and cleaner to remove the ink residue.
11. Inspect the machine for broken or damaged parts. Grease all points.
12. Cleaning is now complete.

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C. Calibration

- 1. Follow calibration procedure.**

D. Restoration

- 1. Rethread film into the machine.**
- 2. Run a few empty bags and check for proper alignment and sealing.**
- 3. Begin feeding salt into the hopper**
- 4. Start with product and observe for proper sealing and weights.**

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REVISION HISTORY

| <u>Revision Date</u> | <u>Revision Number</u> | <u>Revision Description</u> |
|----------------------|------------------------|-----------------------------|
| 11/14/05 | 00 | New Document |

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TRAINING DOCUMENTATION

| | EMPLOYEE | TITLE | SIGNATURE | DATE |
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