
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Daily Clean Up for Auto Lines	Number: R12-PR-100-017	
	Owner: Mary Masters	Revision: 01	
	Effective Date: 06/01/13	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to ensure the auto line machines are cleaned on a daily basis in the Repackaging Facility at Giles Chemical.

2.0 Scope

The auto lines are to be cleaned when the machine is shut down for the day. This procedure defines cleaning guidelines for all pouch auto line machines.

3.0 Responsibility

All employees working on auto lines are responsible for daily clean up. The shift Production Supervisor is responsible for making sure all cleaning is done properly and documented.

4.0 Safety Considerations

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

- Air hose
- Spray bottles with Crystal Simple Green diluted to a 1:30 ratio
- Clean rags
- Box wrench set
- Isopropyl alcohol

6.0 Procedure

A. Auto #1 Clean Up

1. Non-critical Contact Points
 - a. Starting at the top of the machine, use compresses air to blow off all salt inside and outside of the scales.
 - b. Empty each bucket of the scales by turning on the control panel and pressing the zero button.
 - c. Use compressed air to blow salt off the machine from top to bottom.
 - d. Wipe down the gripper arms, turret and suction cups with a damp rag.
 - e. Clean seal bars and change seal tape if needed.
 - f. Wipe down all doors, the bottom of machine, the discharge belt and the pouch magazine feeder with a damp rag.

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- g. Use compressed air to blow off the long conveyor, and then wipe down with a damp rag.
 - h. Use compressed air to blow off the taper, wipe down with a damp rag, then change tape rolls if needed.
 - i. Clean up all nonconforming pouches and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
2. Critical Contact Points
 - a. Remove funnel from the machine, clean it with diluted Crystal Simple Green, rinse with water and spray it down with Isopropyl Alcohol.
 - b. Clean storage container with diluted Crystal Simple Green, rinse with water and spray down with Isopropyl Alcohol.
 - c. Put funnel into clean storage container.



When clean up is complete, the shift Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Auto Lines (R12-PR-100-F017)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

B. Auto #2 Clean Up

1. Non-critical Contact Points
 - a. Starting at the top of the AMS system, use compressed air to blow off all salt and debris from the top of the machine.
 - b. Use compressed air to blow out the cup area and the area where the chain is located.
 - c. Use compressed air to blow salt off the machine from top to bottom.
 - d. Wipe down the gripper arms, turret and suction cups with a damp rag.
 - e. Clean seal bars and change seal tape if needed.
 - f. Wipe down all doors, the bottom of machine, the discharge belt and the pouch magazine feeder with a damp rag.
 - g. Use compressed air to blow off Alpha Check Weigher and then wipe down with a damp rag.
 - h. Use compressed air to blow off the long conveyor, and then wipe down with a damp rag.
 - i. Use compressed air to blow off the taper, wipe down with a damp rag, then change tape rolls if needed.
 - j. Clean up all nonconforming pouches and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
2. Critical Contact Points
 - a. Remove funnel from the machine, clean it with diluted Crystal Simple Green, rinse with water and spray it down with Isopropyl Alcohol.
 - b. Clean storage container with diluted Crystal Simple Green, rinse with water and spray down with Isopropyl Alcohol.

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c. Put funnel into clean storage container.

When clean up is complete, the shift Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Auto Lines (R12-PR-100-F017)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

7.0 Reference Documents

Daily Clean Up for Auto Lines (R12-PR-100-F017)
Rework and Reprocessing of Salt (R12-PR-100-007)

8.0 Change Information

- Document moved to proper template
- Updated cleaning procedures to include Crystal Simple Green, Isopropyl Alcohol and clean storage containers for critical contact parts.

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