

	<b>GILES CHEMICAL</b>		
	<b>COMPANY PROCEDURE</b>		
	<b>Bagger Cleaning Procedure</b>	Page : 1 of 3	Revision : 03 Date : 08/07/09
	Author: <b>Selwyn Scoggin</b>	Job Specific	

**Personnel responsible:**

Lead Operator or Salt Operator

**Safety equipment:**

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

**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.
  4. Lock Out Bagger before doing any internal cleaning
  
- B. Cleaning
  1. Use a dead blow hammer to dislodge built up salt from the hopper.
  2. Manually open the bulk hopper by pressing air release on bulk hopper solenoid and empty any salt from the scales.
  3. 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.
  4. Examine the inside of the scale for salt buildup, and remove buildup mechanically or with hot water (only if necessary).
  5. Release the bulk hopper solenoid and the weigh bucket solenoid.
  6. Check for any loose or damaged parts.
  7. This completes the cleaning of the scales.
  8. Open the doors to the bagger and remove any dust or salt residue from all parts of the machine. DO NOT USE WATER.
  9. 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.
  10. Inspect the machine for broken or damaged parts. Grease all points.
  11. Cleaning is now complete.
  
- C. Calibration
  1. Follow calibration procedure.
  
- D. Restoration
  1. Run a few empty bags and check for proper alignment and sealing.
  2. Begin feeding salt into the hopper
  3. Start with product and observe for proper sealing and weights.



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Job Specific

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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Revision Number	Revision Date	Revision Author	Revision Description
00	11/14/05	SS	New Document
01	09/20/07	RW	Deleted "remove film" from procedure
02	05/27/09	JB	Put in New format with Training sheet
03	08/07/09	JB	Added Lock Out tag Out reference