



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: Automated Pouch Machine Cleaning	Number: M12-PR-200-018
Owner: Robert Willis	Revision: 02
Effective Date: 05/20/13	Page: 1 of 1



1.0 Purpose

The purpose of this procedure is to describe the maintenance requirements for the manual pouch line. The pm should be done weekly to ensure proper operation of the manual pouch line.

2.0 Scope

Schedule: Weekly based on production availability.

3.0 Responsibility

Maintenance

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

N/A

6.0 Procedure

CLEANING ON AUTOMATED POUCH LINE (PM)

1. Clean gripper jaws
2. Check springs on gripper arms for proper operation
3. Clean bushing on gripper arms (Big and small hole)
4. Check black nylon bushing for wear
5. Check vacuum cup for hole and wear; replace if needed
6. Check vacuum line for dust-blow out dust and trash to ensure proper operation
7. Clean vacuum filter (total of three); change if required
8. Grease all fittings if needed-moving parts
9. Check teflon tape on seal bars for wear; change if required
10. Check bags
11. Check leakage on scale above platform toward machine (clean and oil as required)

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 accuracy of the document.