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|  | GILES CHEMICAL | | |
| | COMPANY PROCEDURE | | |
| | Bagger Operation | Page : 1 of 3 | Revision : 02 Date : 05/27/09 |
| | Author: Selwyn Scoggin | Job Specific | |

Personnel responsible:

Lead Operator and / or Salt Operator

Safety equipment:


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

Summary:

This procedure covers operation of the Bagging machine. The bagger takes the preprinted film, folds it, seals it, fills it, and discharges the filled bag onto a conveyor.

Procedure:

1. Starting Bagger
 - a. Turn on power to bagger (if not already on)
 - b. Press "MK on" button on touch screen. (Machine will not turn on unless all doors are closed).
 - c. Allow machine to "warm up".
 - d. Calibrate scales
 - e. Load film.
 - f. Close doors
 - g. Press "start auto" button on screen
 - h. Press "start with product" button on screen.
2. Bagger Operation
 - a. Operator to check bag weights every hour.
 - b. Calibrate scales at beginning of shift.
 - c. Change film when needed.
 - d. Periodically check for leaking bags and bad seals.
 - e. Listen for hopper hi level alarm.
 - f. Make necessary interventions, or call maintenance for help.
3. Stopping Bagger
 - a. Shut off feed to hopper
 - b. Run bagger until empty
 - c. Press "pause" button on touch screen.
 - d. Press "one empty bag" button on touch screen.
 - e. Press "stop auto" button on touch screen.
4. Loading film.
 - a. Open rear doors
 - b. Push back keepers on both sides of rolls where bobbins attach to frame.
 - c. Lower film bars onto table and cut film along slanted line.
 - d. Use cart to lift roll from frame, and move to storage rack.
 - e. Use cart to guide new roll into place.
 - f. Lower film onto bobbin support arms and latch.
 - g. Bring film up across idler roller, align print, cut, and tape to old film still in machine.
 - h. Close doors, reset any alarms, and run empty bags until taped seam comes through.
 - i. Continue to run empty bags until Eye Mark is fully aligned.
 - j. Press "start auto" button on touch screen.
 - k. Press "run with product" button on touch screen.

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TRAINING DOCUMENTATION

| | EMPLOYEE | TITLE | SIGNATURE | DATE |
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**GILES CHEMICAL
COMPANY PROCEDURE**

Bagger Operation

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Revision : 02
Date : 05/27/09

Author: **Selwyn Scoggin**

Job Specific

| Revision Number | Revision Date | Revision Author | Revision Description |
|-----------------|---------------|-----------------|--|
| 00 | 10/11/05 | SS | New Document |
| 01 | 06/05/08 | PO | Added Conveyor in place of Computer in summary. Added "Continue to run empty bags until eye mark is fully aligned. Removed document number, Changed Header |
| 02 | 05/27/09 | JB | Updated to new Company Format |
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