
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Bagger Cleaning</b>	Number: <b>P12-PR-100-034</b>	
	Owner: <b>Jason Bumgarner</b>	Revision: <b>4</b>	
	Effective Date: <b>05/14/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

This procedure puts into detail the procedure for cleaning the build up of dust and salt, checking for loose or damaged parts, and a calibration check.

## 2.0 Scope

This procedure applies to all manufacturing workers.

## 3.0 Responsibility

Lead Operator or Salt Operator

## 4.0 Safety Considerations

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

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 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.

### 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

### Cleaning

5. Use a dead blow hammer to dislodge built up salt from the hopper.

### **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 the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: <b>Bagger Cleaning</b>	Number: <b>P12-PR-100-034</b>	
	Owner: <b>Jason Bumgarner</b>	Revision: <b>4</b>	
	Effective Date: <b>05/14/13</b>	Page: <b>2 of 2</b>	

6. Manually open the bulk hopper by pressing air release on bulk hopper solenoid and empty any salt from the scales.
7. 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.
8. Examine the inside of the scale for salt buildup, and remove buildup mechanically or with hot water (only if necessary).
9. Release the bulk hopper solenoid and the weigh bucket solenoid.
10. Check for any loose or damaged parts.
11. This completes the cleaning of the scales.
12. Open the doors to the bagger and remove any dust or salt residue from all parts of the machine. **DO NOT USE WATER.**
13. 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.
14. Inspect the machine for broken or damaged parts. Grease all points.
15. Cleaning is now complete.

#### Calibration

16. Follow calibration procedure.

#### Restoration

17. Run a few empty bags and check for proper alignment and sealing.
18. Begin feeding salt into the hopper
19. Start with product and observe for proper sealing and weights.

### **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 the accuracy of the document.