

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	BULK FEED SYSTEM-HANGING SALT	Page : 1 of 2	Revision : 1 Date : 06/19/07
	Author: Randy Lanning		Report #:

Safety: Follow all area safety rules. Wear the appropriate PPE when working.

Purpose: The purpose of this procedure is to describe production requirements for loading the bulk feed system and entering salt into the system

Bulk Feed System

1. Load roller bed with super sacks (capacity 6 sacks)
2. Front sack should be untied and checked with rod to see how deep rod will penetrate.
3. Document on clip board information and put tag from super sack in the black box beside the roller bed.
4. Lower hoist with attached rack to top of super sack and tie plastic liner to rack and hook all four lugs of super sack to rack. Ensure that lugs are in place and secure before placing any weight on them from the hoist lift. (***)Check for bad lifting lugs on super sack before applying weight to them)
5. Apply up bottom on hoist until you clear the super sack hopper. Then apply the in button on hoist to drive the super sack into position above hopper.
6. After super sack is in position above feed hopper raise the rack with attached sack until it almost touches top of platform
7. Reach under super sack and untie super sack and plastic liner-if liner is to long cut it off.
8. If salt does not flow appropriately-use rubber hammer on platform to initiate proper flow.
9. After sack is cut place remnants into a recycling box for pickup
10. Once sack has emptied move hoist away from hopper and lower super sack to initial position above conveyor.
11. Remove sack from rack-untie plastic liner from rack and unhook super sack lugs from rack
12. Remove pallet and slip sheet from roller bed. Inspect pallet for damage and place in appropriate stack. (Damaged pallets should be separated from good pallets to prevent process issues)
13. Good sacks should be returned to main plant (placed on pallet and shrink wrapped). Liner should be placed in recycle bag.
14. Repeat procedure for next super sack

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	BULK FEED SYSTEM-HANGING SALT	Page : 2 of 2	Revision : 1 Date : 06/19/07
	Author: Randy Lanning		Report #:

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				