**Auto #4 Cleaning Log**

Auto lines are cleaned according to the ***Repackaging Cleaning Procedure (R13-PR-100-034)***.

Check each block below as the line is being cleaned. Lead Operator must verify that the line is clean before signing. By signing; you are verifying that the line is clean and ready for use. After cleaning is complete turn the sign off sheet in to your supervisor.

|  |  |  |
| --- | --- | --- |
| Shift #1 | Shift #2 | Shift #3 |

**Non-critical Contact Points:**

* Used compressed air to blow off all salt inside and outside of the scales.
* Emptied each bucket of the scales.
* Used compressed air to blow salt off the machine from top to bottom.
* Wiped down the gripper arms, turret and suction cups with a damp rag.
* Cleaned seal bars and changed seal tape (if needed).
* Wiped down doors, bottom of machine, discharge belt and pouch magazine feeder with a damp rag.
* Used compressed air to blow off the long conveyor and then wiped it down with a damp rag.
* Used compressed air to blow off the taper, wiped it down with a damp rag and changed the tape roll (if needed).
* Cleaned up all nonconforming pouches and disposed of salt following the *Rework and Reprocessing of Salt* procedure (*R12-PR-100-007)*.
* Swept the area around the machine to clean up all debris.
* Ensure Walking Finger Arm, cup filler, scale (above and below the buckets), and zipper opener bolts/springs are in place

**Critical Contact Points:**

* Removed fill funnel and washed with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
* Cleaned storage container with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
* Put funnel into clean storage container.
* Blew out Hopper #5 with compressed air and sprayed it with Isopropyl alcohol while it was empty.
* Posted correct ID sign (RED-Not Clean, GREEN-Cleaned for USP, and BLUE-Cleaned for Tech Grade) stating the condition of the machine.

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| Comments: |
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Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I hereby verify that this line is clean, has the correct ID sign posted and is ready for use

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed By: QA Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_