

Procedure for Cleaning Granulator Prior to Manufacturing

Scope: All granulators

Purpose: To cover the process by which the granulator is cleaned after running a batch of wax

Procedure:

1. Account for all tools in the granulating room.
2. Clean all pails and pans of all wax.
3. Turn off all tracing and heat to tank.
4. Vacuum the floor, bed, and all surrounding areas.
5. Remove the granulating bed and steam clean (Maintenance Procedure 309 Steam Cleaner).
6. Steam clean the granulator walls of all wax.
7. Remove the capped end of the spray bar.
 - a. Clean the cap and bar with steam.
 - b. Visually inspect the spray bar to ensure all wax residue is gone before replacing the cap.
8. Open the bottom door and vacuum the bottom of the unit.
9. Scrape and sweep all wax from the floor of the granulating room.
10. Clean all wax from the vacuum, replace the vacuum filter when needed.
11. Close the upper door to the granulator.
12. After the Supervisor has approved the machine as being clean, and no contaminants are present, replace the bed.
13. Clean the packaging area of all dust and wax.
14. Drain any leftover wax from the granulator tank and from the granulator bowl.
15. Scrape any residual wax from the bowl using a plastic scraper.
16. If any wax remains in the granulator tank, inform the Supervisor.
17. Enter the tank to clean AFTER securing a lock out-tag out form (Operation Procedure 721 Lockout Tagout).
18. Ask the Supervisor to inspect the area again.
19. Have the supervisor sign the batch card that the area is clean of old wax and you can proceed.
20. Replace all tools on the shadow board
 - a. Tools used for the floor will have a red strip of tape on its handle for identification (Operations Procedure 710 Storage and Use of Granulator Tools).
21. Make sure heads are:
 - a. Boxed or drummed
 - b. Placed on a pallet
 - c. Weighed, clearly labeled

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- d. Properly stored.
- 22. Make sure all granulated wax is:
 - a. Boxed or drummed
 - b. Properly labeled
 - c. Placed in the warehouse
- 23. Return the completed batch sheet and unused labels to the factory office.
- 24. At all times, the Granulators will have a status label on the clipboard of one of the following:
 - a. “Granulator in Use”
 - b. “Ready for Use”
 - c. “Needs Cleaning:
- 25. Use the printed copies of the status labels and do not create handwritten ones for use.