Gemini Industries, Inc.	Proper Operation of Production Scales	
Standard Operating Procedure		PROD-22-0006 01
Author	**Status**	**Effective Date**
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1.0   Purpose

To ensure that all personnel perform Production Scale duties correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products.

2.0   Scope

This document covers the standard procedures to be followed for employees in the production/batch making department when using various scales. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0   Safety

Safety Glasses   Boots   Gloves

*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)
*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.

4.0   Proper Operation of Production Scales

4.1   Production Floor Scale

4.1.1   Remove any debris from cracks surrounding the scale.

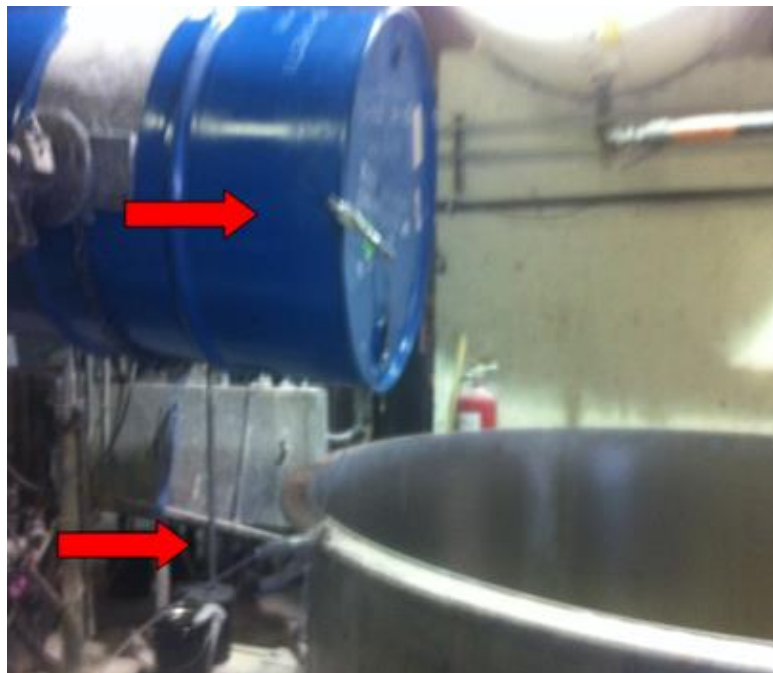4.1.2   Push tub or place object onto the scale.

4.1.3   Make sure whatever container you put on the production scale is grounded.

4.1.4   Press the "tare" button to zero out the scale. Do not press the "zero" button. **Only use tare.!!**
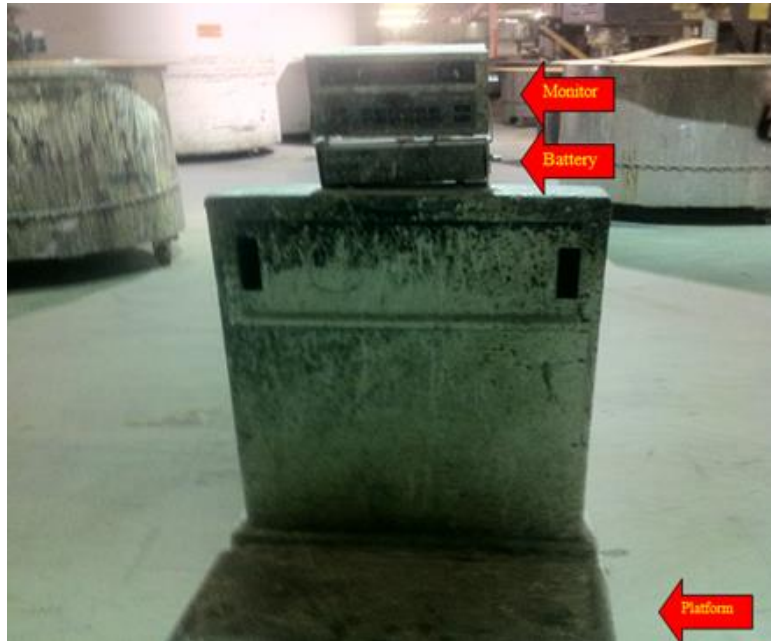
4.1.5 Ensure any container that is being transferred to another container or tub on the scale is also bonded.

4.2   Drum Scale Operation

    4.2.1   Notice the monitor, battery and platform on the scale. **This scale is not to be used to weigh precise amount or lightweight containers. Do not use this scale for less than 30 lbs.**

    4.2.2   Turn the scale on and verify the unit of measure is in lbs.

    4.2.3   Press the tare button on the monitor to tare out the scale. The tare button is the button circled in red.

4.3   Small Production Scale

4.3.1 Use this scale for weights between 1 and 30 lbs.

4.3.2 Turn scale on by pressing the button on the power supply.

Turn scale on by pressing the button on the power supply.

4.3.3   Use the tare button to tare the scale out to zero. Notice the tare button in red.

4.4   Production Gram Scale

4.4.1   Use this scale for weight of less than 1lbs. Use this scale to measure to 3 decimal places.

4.4.2   Verify unit of measure.

4.4.3   Notice the Power, Tare, and unit of measure toggle button on the screen.

5.0   References

Reference	Title
1	None