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|--|--------------------------------------|-----------------|-----------------------|
|  | <b>BW Tray Former Changeover SOP</b> |                 |                       |
|  | Owner: T. Guire                      | AGCO-PKG-LY0577 |                       |
|  | Approved by: T. Money                | Rev: 1          | Rev. Date: 06/29/2022 |

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**Safety/Environmental Requirements:**


- |   |   |
|---|---|
| <input type="checkbox"/> <b>H = Hazardous Materials</b>               | <input type="checkbox"/> <b>S = Substance Containment Procedure Required</b>      |
| <input type="checkbox"/> <b>C = Confined Space Requirements</b>       | <input checked="" type="checkbox"/> <b>L = Lockout/Tagout Procedures Required</b> |
| <input type="checkbox"/> <b>E = Special Safety Equipment Required</b> | <input type="checkbox"/> <b>R = Special Safety/Environmental Requirements</b>     |
- 

**Unique/Special Safety or Environmental Requirements:**


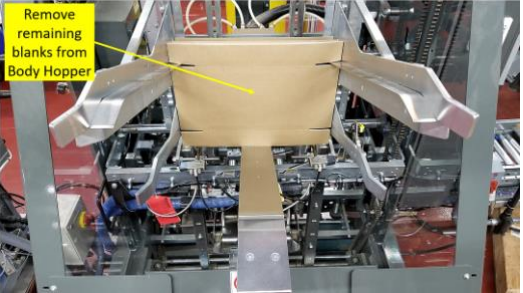
**Equipment / Materials Required** (*Safety Items, Tools, Other Materials*):  
**Ear Plugs, Safety Glasses, Bump Cap, Safety Shoes, Gloves**

**GMP requirements (because of open containers):** Hairnet (regardless of hair length), Beard Net (if any visible facial hair), Nitrile gloves (over cut resistant gloves if cut resistant gloves also required)

**References:** AGCO-PKG-LY0575 Tray Former and Tray Packer Start-Up SOP

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| STEPS | AWARENESS |
|-------|-----------|
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| <b>Change Mandrel</b>  |  |
|--|--|
| <p>1. Prior to changing the mandrel, do the following to prevent the hazards of machine movement:</p> <ul style="list-style-type: none"> <li>A. Press [Stop] to cycle stop the machine</li> <li>B. Push the [E-Stop] button</li> <li>C. Lock &amp; tag machine using LOTO Guide</li> </ul> |  |
| <p>2. Remove tray blanks from Body Hopper &amp; trays that were in process inside the machine.</p>   |  |



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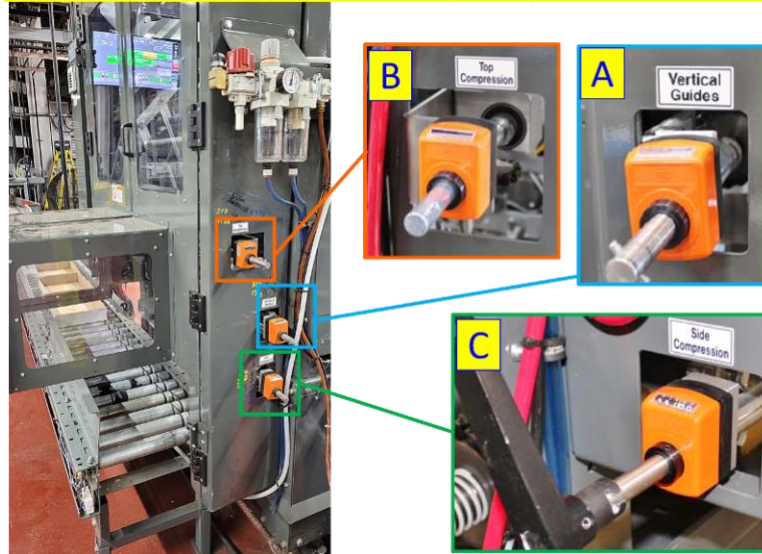
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## STEPS

## AWARENESS

3. Use hand crank to crank out the following adjustments to widest opening, in the following order:
  - A. Vertical Guides
  - B. Top Compression
  - C. Side Compression

Crank out all to widest opening, in order





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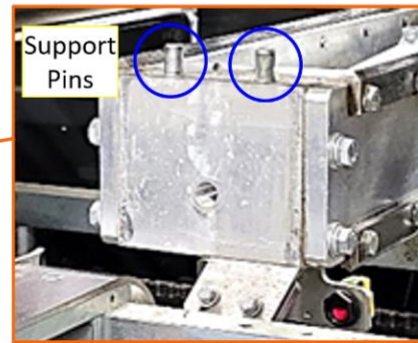
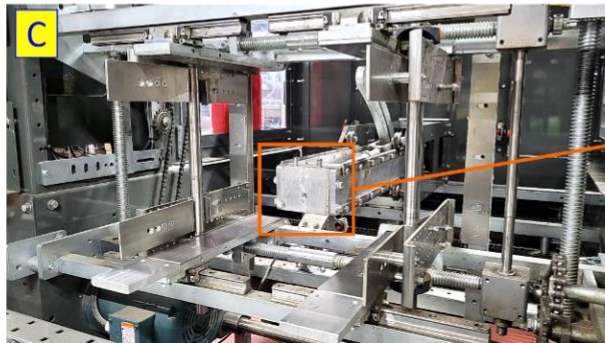
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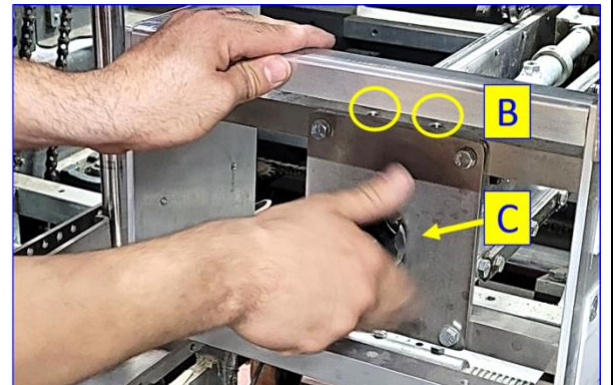
## STEPS

## AWARENESS

4. Remove mandrel for previous tray recipe as follows:
- A. Loosen & remove knob that secures front face of mandrel.
  - B. Lift mandrel off the 2 cylindrical support pins
  - C. Remove mandrel from machine.



5. Install mandrel for new tray recipe as follows:
- A. Align new mandrel with flat face containing center hole facing outward & 2 holes facing upward.
  - B. Align the 2 holes with the cylindrical support pins & push the new mandrel fully down onto the pins.
  - C. Insert knob into front face of mandrel & tighten.





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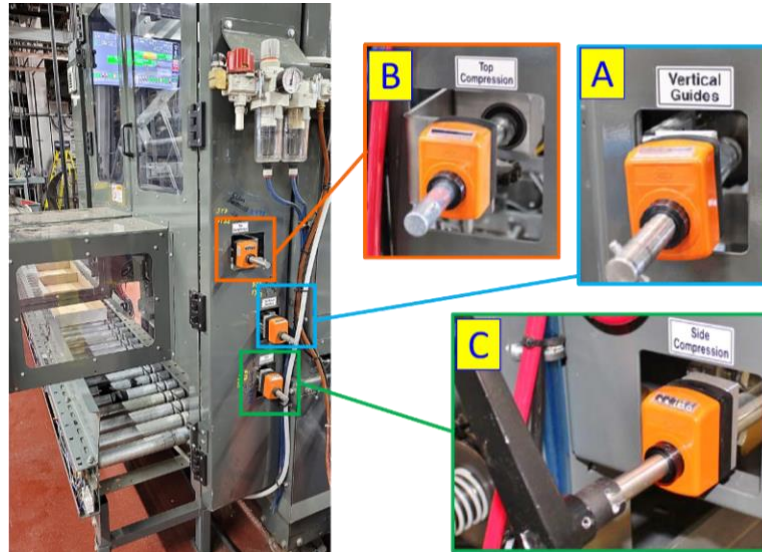
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## STEPS

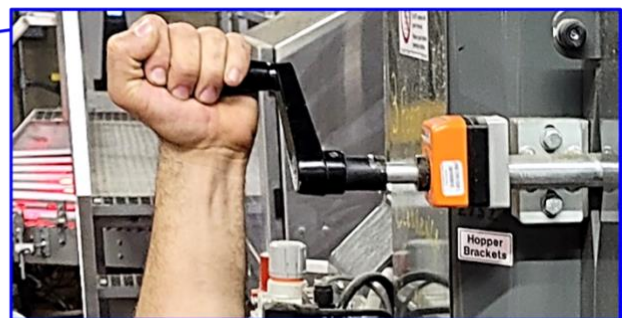
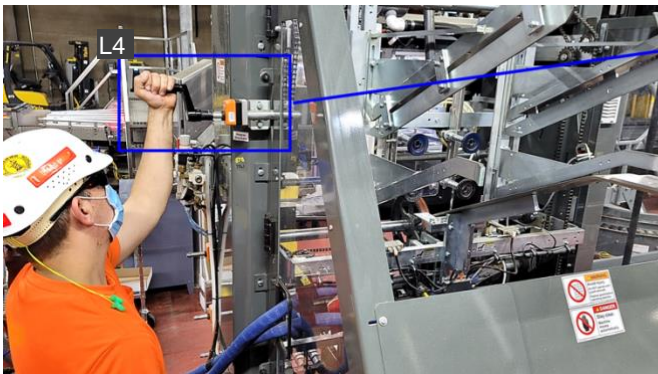
## AWARENESS


### Change 5 Adjustment Dials

6. Use hand crank to adjust to the numerical value required for the new product:
- A. Vertical Guides (Product 1 Slim = 2494; Product 2 Standard = 1989)
  - B. Top Compression (Product 1 Slim = 2475; Product 2 Standard = 3149)
  - C. Side Compression (Product 1 Slim = 2392; Product 2 Standard = 1837)



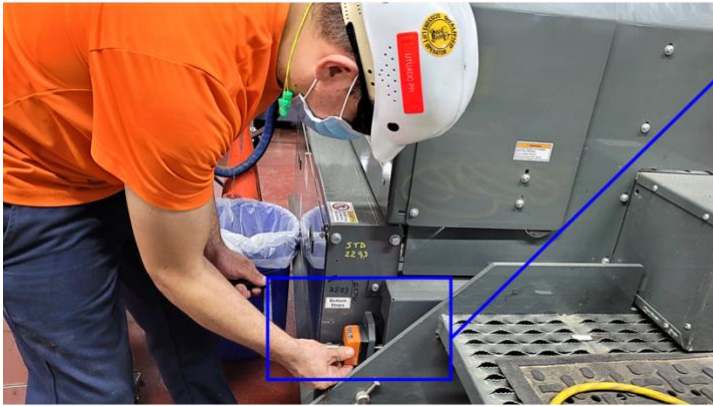
7. Use hand crank to adjust Hopper Bracket to numerical value required for new product:
- Product 1 Slim = 2752, or...
  - Product 2 Standard = 3961



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|-------|-----------|
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8. Use hand crank to adjust Bottom Stops to numerical value required for new product:
- Product 1 Slim = 2503, or...
  - Product 2 Standard = 2534



**Change Recipe at HMI**

9. Remove Lockout Tagout according to instructions on LOTO Guide.



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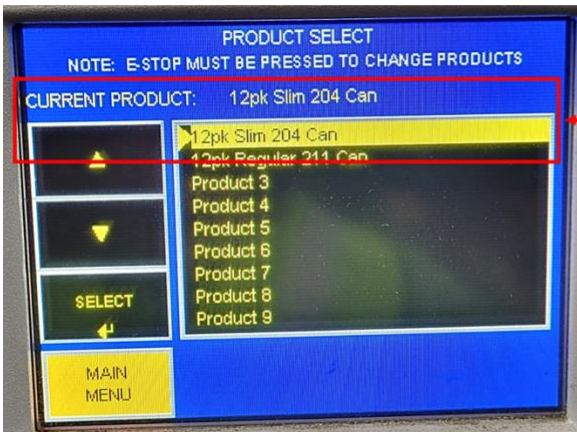
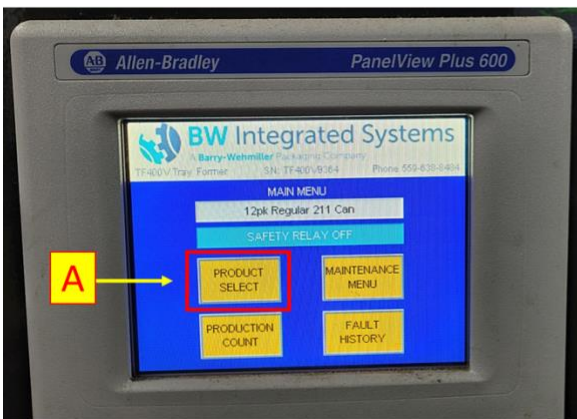
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## STEPS

## AWARENESS


10. Change the Recipe by doing the following:

- Press [Product Select] on the HMI screen
- Ensure that the E-Stop is still pressed in.
- Press the [▲] or [▼] keys to navigate to product desired for next run
- Press [Select] to confirm the selection
- Selected product row will now be highlighted yellow & CURRENT PRODUCT will show the same product



11. Follow Start-Up SOP procedure AGCO-PKG-LY0575 to start up for production when ready.

**Please note any changes or revisions on this document and turn it in to your supervisor.  
Your input is critical!  
Thank You.**

|  |                                      |        |                       |
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| <b>STEPS</b> | <b>AWARENESS</b> |
|--------------|------------------|

**REVISION HISTORY**

| Rev. Date  | Rev | Rev. by     | Approved by | Approval Date | Revisions   |
|------------|-----|-------------|-------------|---------------|---|
| 06/29/2022 | 0   | T. Guire    | M. Awoman   | 06/29/2022    | New SOP   |
| 01/23/2023 | 1   | R. Seacrest | T. Money    | 01/23/2023    | New Template with new header, new required sections, added revision number. |
|            |     |             |             |               |   |