



# PICTURE PROCESS MAPS (PPM) 100 LB BALER

January 2025

### PURPOSE

The 100 Lb Baler Picture Process Maps (PPM) outlines the step-by-step process for the safety guidelines, pre-operation, operation, and post-operation of the 100 b baler. The DHWS-1 Baler is a single-chamber baling machine used for compacting textile products. This PPM provides instructions on safe operation, proper maintenance, and troubleshooting. This ensures optimal machine use and sustains the Grading department's production goals.

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# REQUIRED MATERIALS AND EQUIPMENT

100 Lb  
Baler

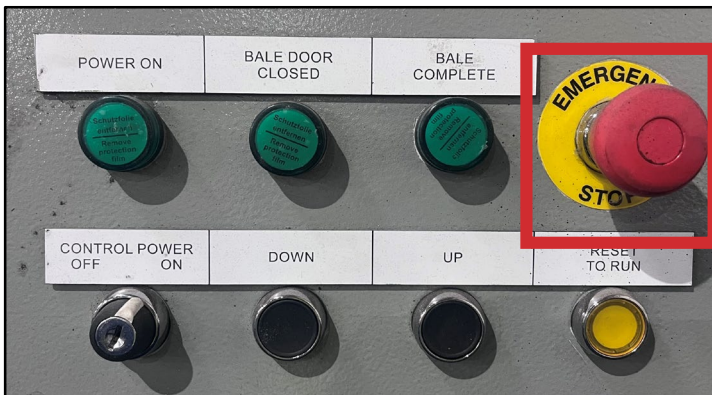
You will need the following:

- DHWS-1 Baler
- Safety gloves
- Safety glasses
- Reflective vest
- Cardboards
- Straps
- Orgapack strap sealer
- Poly sheets
- Metal spring clamps



The following are the safety rules when operating the 100 lb baler:

- You must be **18 years old or older** to operate the machine.
- **ALWAYS** wear your Personal Protective Equipment (PPE) when operating the baler.
- Only trained Team Members (TMs) and leaders are allowed to operate the machine.
- Keep your hands and body parts away from the chamber and moving components such as the platen.
- Locate the Emergency Stop button **before** operating the machine. The Emergency Stop button is located on the control panel. Press it immediately in case of malfunction or danger.



- Wear your PPE.



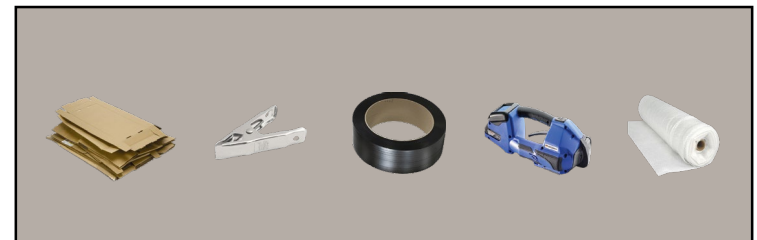
- Check for any visible damage or issues. If there are issues, follow the Lockout/Tagout (LOTO) procedure to secure the machine and inform your supervisor or manager **immediately**.



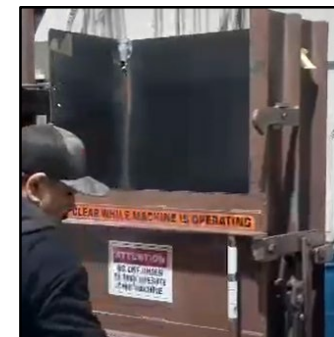
- Locate the control panel. Ensure that the control panel lights or indicators are showing normal operating conditions.



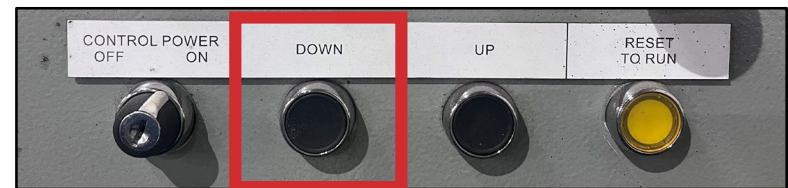
- Ensure that you have all the tools and cloth products you need before you begin. This ensures an efficient workflow.



1. Locate the main power switch attached to the wall. Pull the lever up to the ON position.
2. On the control panel, turn the knob to the POWER ON position.
3. Open the chamber and place the cardboard and the poly sheet at the bottom.
4. Place cloth products per section. Follow the left, right, and then center order, ensuring that the products are placed evenly.
5. Keep layering and close the lower bale door once it is halfway full.



- Use the opening of the upper door to finish placing the products in the baler.
- Once all the product is in the baler, place the cardboard and poly sheet on top.
- Close the upper bale door. The BALE DOOR CLOSED light will turn on.
- Press the DOWN button on the control panel to engage the platen, compressing the product.
- The BALE COMPLETE light will turn on, and you can now open both bale doors.



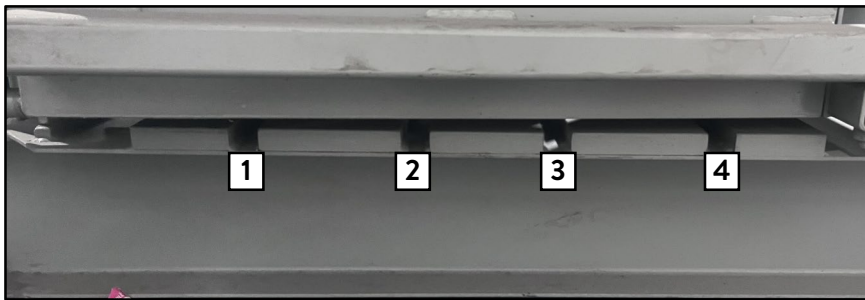
11. Fold the poly sheet and use clips to keep it together. Do this on all four sides of the bale.



12. Place a strap horizontally and use the strap sealer to secure the strap.

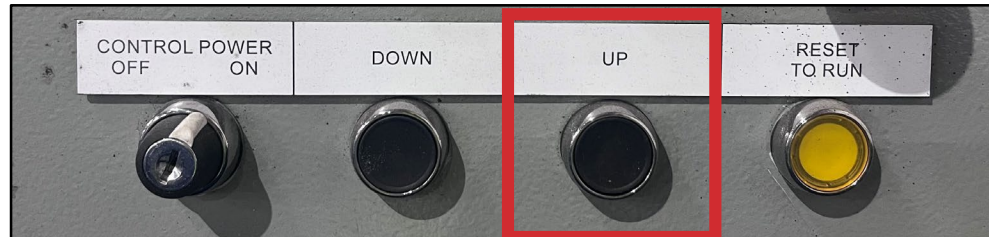


13. Insert another strap vertically and use the strap sealer to tighten and lock the strap in place. Do this four times across the length of the bale.





14. Once you have completely sealed all the straps, press the UP button. The platen will move up.



15. Remove the bale from the machine and place it in the staging area.



## MAINTENANCE

- Inspect and clean the machine after every shift.
- Ensure that there is no debris, dust, or dirt, as this machine will be used for more premium products.

## LOCKOUT TAGOUT (LOTO) PROCEDURE

1. If any issues occur or if the baler breaks, shut down the baler from the main power switch.
2. Inform your supervisor or manager immediately.
3. Put a LOTO sign and lock on the main power switch.
4. The supervisor or manager will contact the technician or the equipment repair company.

### IMPORTANT:

Do not use the baler until it is fixed.

