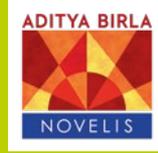


# Aluminium Quality

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## Staff Training Checklist

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# Key areas for staff training

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Your staff are the key to successfully cutting contamination. Our metal buying team can support you in educating your staff about the importance of eliminating contaminants and providing supporting materials on the key areas of importance:

- Materials handling
- Processing material
- Can processing equipment
- Housekeeping
- General cleanliness

## Materials handling

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- An enclosed receiving area will minimise the risk of moisture and dirt contamination.
- UBCs should be stored indoors before, during and after processing – preferably on a concrete floor or hard-standing.
- Baled or densified material should be stacked in such a way as to prevent contact from surface water – including snow and ice.

## Processing material

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- Tipping loose cans into wire baskets helps to filter out smaller contaminants, e.g. glass, and can make visual inspection easier.
- Control the rate of flow along conveyors with chains.
- Fit grilles in holding hoppers.
- Set conveyors at a high angle so that heavy objects fall back.
- Check the positioning of skips. Use marks on the floor to ensure they are always replaced correctly after emptying.

## Can processing equipment

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- Overband magnets are more effective than roller magnets for removing steel cans.
- Eddy current separators provide a positive sort for aluminium UBCs after steel has been removed by an overband magnet.
- It is extremely difficult to sort in a hopper. Where hand picking and sorting takes place try to use a flat conveyor if possible.

# Key areas for staff training

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## Housekeeping

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Check and clean your machinery regularly

- Remove loose cans from under conveyors and balers to prevent the risk of damage to the machinery and / or a build-up of dirt or other contaminants.
- Check magnetic separators regularly to ensure magnetic head is fully magnetised, and replace if necessary.
- Ensure balers are cleaned to remove traces of other materials (e.g. paper, plastic) before baling of UBCs starts.
- Check the settings on eddy current separators regularly; for example is the splitter plate set to give the maximum sort?

## General cleanliness

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We cannot stress enough the importance of keeping all operational areas and equipment clean.

- Pay regular attention to the cleaning of floors, skips etc. This not only reduces the opportunity for contamination to occur, it is also an important aid to maintaining health and safety in the work environment and improving staff motivation.
- Pay particular attention to keeping floors free of liquid.
- Ensure electrical checks on equipment are carried out regularly.