1. **Operational Steps**
   1. To received master batch from production
   2. To check the shade of master batch and comparison from standard grade
   3. To dry the master batch through dryer
   4. To sieve the master batch and use magnet in case of iron particle
   5. To pack master batch 25kg or20 kg as per grade
   6. To dispatch to finish good store through dispatch book
2. **Precautions**

To clean your packing area and wash your hand before packing start. Use new pp bags every new grade don’t pull the loaded pp bags. Check the master batch shade and dryer heater temperature before dry .to clean your see and check your scale calibration before start of packing

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| **Author** | **Review** | **Approval** |
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