

| GILES CHEMICAL CORPORATION | | |
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| COMPANY PROCEDURE | | |
| CARTON MACHINE TAPER SETUP | Page : 1 of 1 | Date : Revision : 10/01/2006 |
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Objective

Provide a guideline for a proper setup of the automatic taping machine.

Scope

All corrugated boxes that contain finished cartons.

Safety

Ensure safety glasses and gloves are worn.

Responsibility

Repack Manager, Lead Operator, Machine Operator, Maintenance, Material Handlers

Procedure

1. Obtain the correct corrugated box for the carton being packaged.
2. Fold the bottom flaps of the box and place it on the conveyor section of the taper.
3. Adjust the metal guide rails using the four black hand screws on top of the rails. Move the rails in or out until the rails are slightly touching the sides of the box.
4. Slide the box through the rails to make sure there is a good fit.
5. Adjust the date coder so that the date is printed on a plain section of the box. Move the coder up or down by loosening the screws on the side of the taper and moving the date coder shaft up or down.
6. Adjust the main section of the taper up or down by turning the hand crank on top of the machine. Move the taper up or down until the metal plate in the middle of the machine passes through the centerline of the box (where the two flaps fold down and form a slit).
7. Run a box through the taper to make sure all adjustments are complete.