1.0 Purpose

The purpose of this procedure is to provide guidelines to follow when using the Stretch Wrap Machine

2.0 Scope

This procedure is to be performed when finished goods pallet is brought to the stretch wrap machines for birthing.

3.0 Responsibility

The utility operator or other qualified personnel are responsible for performing this procedure.

4.0 Safety Considerations

Safety glasses and steel toe shoes are required.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Stretch wrap machines
- Stretch Wrap
- Kanban Card

6.0 Procedure

1. Place Finished Goods pallet on to a stretch wrapper.

2. Pull Kanban card from pallet.

3. Pull stretch wrap to pallet and secure between two of the cases on the pallet.

4. To start wrapping, press green button on control panel of stretch wrapper.

5. While pallet is wrapping, mark the production clip board with the correct sequential pallet produced ie. First pallet produced; mark a 1 off the sheet.

6. Birth the finished good pallet in Intellitrack using the Kanban card and barcode scanner.

7. Place Kanban card into bin corresponding with the correct production line.

8. When finished wrapping, cut stretch wrap and mark the pallet with the manufacturing date and the correct sequential number of production for that date.

7.0 Reference Documents

Carton and Pouch Production Forms (R12-FM-100-043)

8.0 Change Information

Updated procedure to include steps to coincide with current practices, *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*
Updated to remove stretch wrapper's brand name
Added document number to the document listed in the Reference Document section.