

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
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Objective

Provide guidelines to follow when using the Stretch Wrap Machine

Scope

Wulftec Stretch Wrap Machine

Safety

Stand clear once machine is turned to the “on” position. Safety Glasses & Safety shoes must be worn. Watch out for the forklift.

Responsibility

Machine Operator, Utility Operator, Lead Operator

Procedure

1. Once forklift operator settles the pallet onto wrapping platform pull stretch wrap from lead end and tuck under a case of product on the third or fourth layer of the pallet.
2. Press the green “on” button and stand clear while the machine cycles. Machine will stop when cycle completes.
3. Repeat step two unless told otherwise. All products get double wrapped.
4. Depress the red E-stop button at anytime during operation to stop machine.
5. There are production summary forms in a basket located on the machine. One for the carton machine, one for the pouch machine. The Lead Operator will designate the number of pallets to produce and mark the sheets.
6. When the pallet has come to a complete stop after its second wrap, go to the basket and retrieve the production summary that coincides with the product (pouch or carton). Strike-thru the next number to the right of the last number marked and mark the pallet with that number. For example: If a Walgreen 6lb pouch pallet is one the machine, pull the pouch production summary sheet from the basket. Next to the Walgreen name the LAST pallet marked will have a strike thru it. Say it was #4. You will strike thru the number 5 and mark the pallet on the machine with a number 5 in the upper left corner of all four sides.

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7. Along the upper right corners, mark the current date for the carton pallets. The pouch pallets are marked with the date that coincides with the julian date on the lot number. For example; Lot # 2686-EXP0911 = 9-25-06. The 268th day of the year 2006. The EXP0911 is the expiration date 0911. So even on the 26th of September the date on the pouch pallet is 9-25-06. The date will change when that run of product is completed.
8. The last thing to be completed is the local lot# and quantity of cases on the pallet. Place these numbers on the side that the forklift will pick up from. It will be written as such 1206/50. The Lot number is 1206 and 50 cases on the pallet.