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| **1.0 Scope** | | | | **2.0 Resource Required** | | |
| **1.1 Purpose:** To define the process stacker operation for the glass movement inside the plant building  **1.2 Area of Application:** All annealed packing station  **1.3 Responsibility:** Shift Packing Officer  **1.4 Accountability:** Section head & Production head | | | | **2.1 Man:** Shift Packing Officer, Stacker driver  **2.2 Machine:** Stacker  **2.3 Material:** Annealed glass stored on Rack, Belt, Hook | | |
| **3.0 Terms and Definition** | | | | **4.0 Key Performance Requirements** | | |
| **3.1 Hook:** The adjustable metal clamp which is used for securing the glass sheet with rack. | | | | **4.1 Quality:** Glass rack must be securely centered and stable on the stacker forks before lifting. Zero damage (scratches, chips, breakage) to the glass panels or the rack structure during movement.   * 1. **EHS:** Zero incidents of tip-over or uncontrolled movement of the glass rack during lifting/transport. | | |
| **5.0 Frequency** | | | | **6.0 Competency Enhancement** | | |
| **5.1** When the glass movement is required. | | | | **6.1** Training on Operating stackers to be given to all Stacker drivers.  **6.2** All the drivers must have authority to operate the stacker. | | |
| **7.0 Procedure** | | | | | | |
| **7.1 Sequence of Operation** | | | | | | |
| **7.1.1 Pre-operation check:**  Before starting the stacker, perform a thorough inspection of the equipment:   * 1. Check the condition of the wheels for any damage or irregularities.   2. Verify the battery percentage; do not allow it to become completely depleted.   3. Inspect the hydraulic lever for proper functionality.   4. Ensure the horn is working correctly.   *NOTE: If any issues are identified during the inspection, report them to the maintenance department, and do not operate the stacker until the issues are resolved* | | | | |  | |
| * + 1. **Fork operation:**   The stacker's fork operation is controlled by the hand lever:   1. Pressing the hand lever down will cause the fork to move up. 2. Raising the hand lever will lower the fork.   *Note: Operate the hand lever with care to prevent sudden movements that could lead to accidents.* | | | | |  | |
| * + 1. **Rack lifting:**   When lifting a glass rack:   1. Use defined clamps to move the glass piled on the rack. 2. Position the fork in such a way that it can enter the passage of the rack. 3. Keep the fork in the lowered position during standby periods to ensure stability. | | | | |  | |
| * + 1. **Fork adjustment:**   To adjust the distance between the forks:   1. Pull the adjustment pin of the fork. 2. Carefully adjust the forks to accommodate the size of the glass rack. | | | | |  | |
| * + 1. **Battery management:**  1. Keep the stacker's battery charged regularly. 2. Do not wait for the battery to become completely discharged as it can affect the stacker's performance. 3. Charge the battery as per the manufacturer's recommendations! | | | | |  | |
| * + 1. **Pathway compliance:**   After completing the packing, past the barcode on both sides of Endcap packing   1. Always drive the stacker on the designated pathway specified for its use. 2. Keep the pathway clear of any debris or obstacles that could impede the stacker's movement. 3. Ensure the pathway is free from any glass cullet, which could pose a safety hazard. | | | | |  | |
| * + 1. **Documentation:**  1. Maintain records of battery charging and maintenance activities. 2. Report any incidents, accidents, or equipment malfunctions promptly to the supervisor or maintenance team. | | | | |  | |
| **7.2 Special Process Requirements** | | | | | | |
| * + 1. **In case of emergency:**  1. In the event of an emergency, immediately release the hand lever to stop the stacker's movement. 2. If necessary, use the horn to alert others to the emergency. 3. Follow established emergency procedures and safety protocols as required. | | | | |  | |
| * + 1. **Shutdown:**  1. After completing the glass movement task, lower the forks to their resting position. 2. Turn off the stacker and ensure it is securely parked in its designated area. | | | | |  | |
| **7.3 Prevention & Detection Controls** | | | | | | |
| **7.3.1** The maintenance team should do Regular PM of the stacker.  **7.3.2** Check the battery level to prevent the sudden shutdown during the movement. | | | | | | |
| **7.4 Controls Related to EHS** | | | | | | |
| **7.4.1 PPE MATRIX** | | | | | | |
|  |  | |  | | |  |
| Goggles | Safety shoes | | Hand Gloves | | | Arm Guard |
| **7.4.2** Battery charging should be done in specified areas only. | | | | | | |
| **8.0 EHS Compliance Obligations** | | | | | | |
| **8.1** Not applicable | | | | | | |
| **9.0 Possible deviation & Impacts** | | | | | **10. Proposed actions** | |
| **9.1** Improper handling of rack – lead to glass fall from rack.  **9.2** Hook not tightened well with the glass rack – Glass falls. | | | | | **10.1** Properly insert the fork into the designated slots.  **10.2** Ensure the proper fitting of the hook before lifting the rack. | |
| **11. Reference documented information** | | | | | | |
| **11.1** Barcode slip.  **11.2** WIP packing register**.** | | | | | | |
| **12. Revision History** | | | | | | |
| **Revision No.** | **Date** | **Description of changes** | | | | |
| 00 | 12.02.2020 | Initial release. | | | | |
| 01 | 01.07.2023 | Picture & safety requirement added | | | | |
| 02 | 26.11.2025 | Format standardized, revision history added, step correction done. | | | | |
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