

**I. Objectives:**

- Easy to identify products, preventing from confusion in using
- Convenient to check and to do statistics of products

**II. Scope of application:**

Materials, tapeline, unrewinded rolls and final rolls

**III. Abbreviation**

- QC: quality control

**IV. Procedure:****A. Materials**

1. After receive to the warehouse, the keeper needs to alternatively stick the label on 1 side of the pallet. For plastics, 2 large labels need to be attached on 2 sides of pallets
2. Materials half used: team leaders stick identify label on the bags
3. Material label content: material name, lot number: retain the manufacture's lot numbers, date of receipt (stock-in)

**B. Sợi / tape:**

1. Before coming to QC department, every trolley of tape has to be stuck a paper label mentioning it's kind of tape by tapeline team leaders or staff responsible
2. Count the quantity of bobbins, put in bags. QA staff staples tape identify label to every bag.

Yarn lot: Tapeline #/ letter A-Z/times of specs change or material lot change(1-99)

3. Pallets of tape bags (3 labels): team leaders weigh and affix 1 barcode label onto the top of pallet, 2 other labels of KCS01 onto 2 sides of pallet

Tape bins (2 label): 1 barcode label, 1 label on the top. Tape bins are kept into rows and stacked together by tape specs. An identify label will be put in front of each row of specs

4. When delivering to looms: QA department will keep the barcode label for delivery tracking, the remaining label will be there for loom operator to recognize.

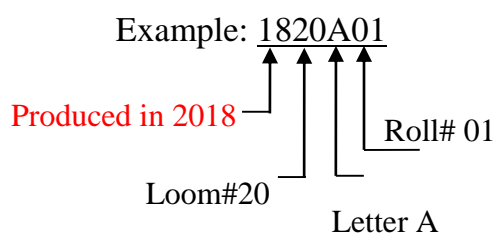
**C. Uwinded rolls**

1. When unloading, loom operators attach 2 BM/D01 labels onto the edge of the roll and fill information of unloading date, product code, roll number, lot number and the length of roll.

- Principle of roll coding:

Loom number – 1 letter in alphabet order A, B, C – the number of rolls produced by each loom (range from 01-99)

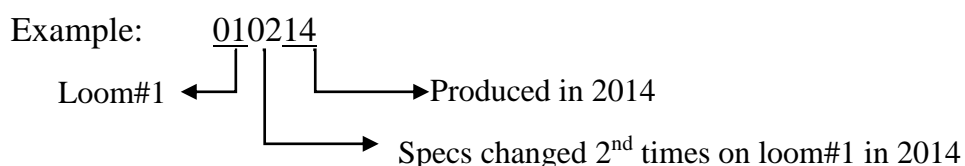
Example: 1820A01



- Principle of lot coding:

Loom number – time of specs change – 2 last numbers of the production year

Example: 010214



## 2. Loom operators stick color label for identifying PP fabric rolls:

Products	label colors
GS5.5	blue
GS5.0	no label
GS4.6	orange
GS4.0	pink
GC3.0	no label

3. QA staff weigh fabric rolls and full fill contents of weight into D01, average weight into BM/KCS07

## D. PE coated fabric rolls:

QA staff at rewinding section will affix BM/KCS06 label onto 1 tip of the steel core of the roll

## Finished rolls:

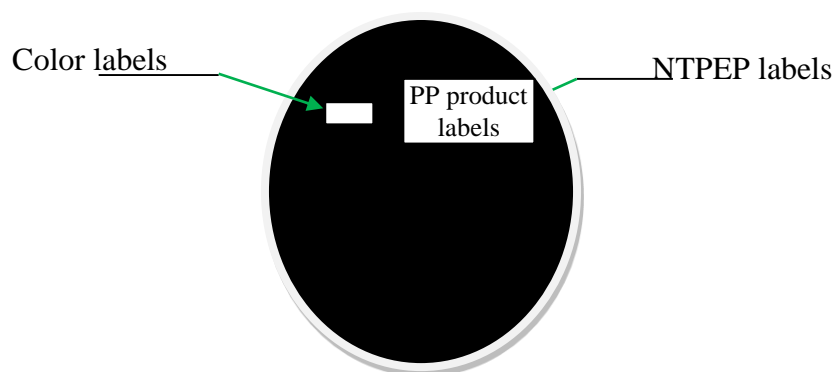
### 1. Label colors designated for PP products

Finished products	label colors
GS5.5	blue
GS5.0	no attached
GS4.6	orange
GS4.0	not attached
GC3.0	no attached

### 2. Labeling position on PP products:

QA staff at winding area stick label as following:

- Color label: attach on 1 tip of fabric roll
- NTPEP label (BM/DG05): stick 4 same labels (inside 2 ends of paper core, outside 2 base sides of fabric roll). In case that 1 NTPEP label is split into 1 barcode label and another as request of customer, apply same labeling method as above.
- Labels are stuck onto the roll immediately after such roll is film winded. In case of using auto film winder, 2 labels will be glued inside the core firstly, then other 2 labels will be attached once the roll goes thru the winder and comes to last point of the conveyor



- In case that product in stock is winded, firstly stick 2 labels inside the core.

### 3. PE finished product:

QA staff affix labels:

- Product-in-bag: identify PE finished products by means of bag colors and information on KCS/DG04 label stuck on the bag

Products	Bags
H8	orange words printed
MS	blue words printed
UV	black words printed

- Product-in-roll: affix labels in correspondence with label BM/DG04 attached on the master roll

## Person in charge

## Flowchart

## Documents

Material warehouse keeper

QA team leader in tapeline

KCS01

BM/D01

Loom operators in shift

BM/D01

QA staff in rewinding

BM/KCS07

QA staff in rewinding

QA staff in rewinding

BM/KCS09

QA staff in  
rewinding

BM/KCS06

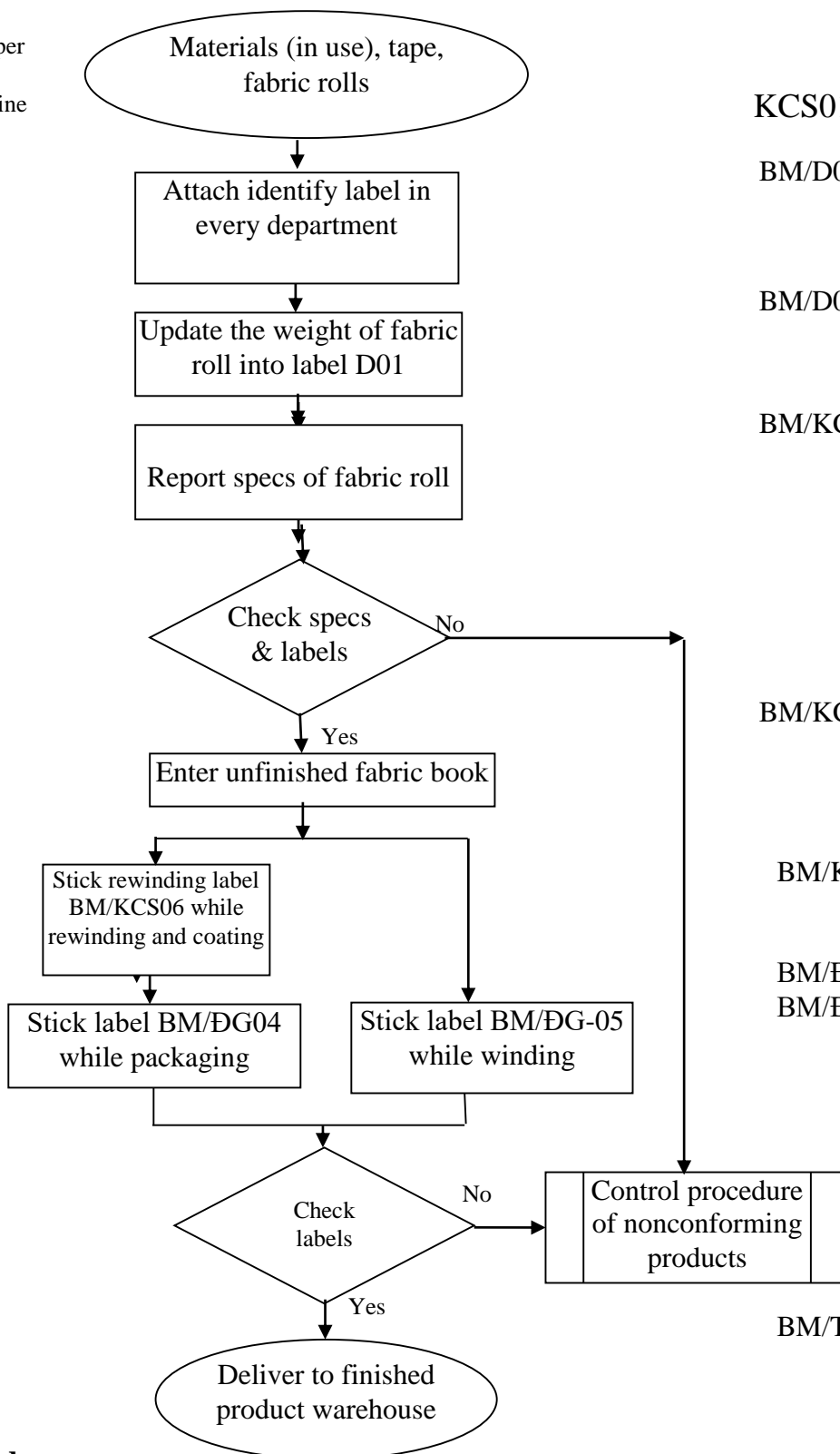
QA staff in  
rewinding

BM/DG04  
BM/DG05

QA staff in  
packaging

Warehouse  
keeper, packaging  
team leader

BM/TP03



## V. Forms used

-BM/D01

-BM/KCS01

-BM/KCS07

-BM/KCS06

-BM-KCS09

-BM/ĐG04

-BM/ĐG05

-BM-TP03

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