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| Production Line  1. Sheet Cutter Machine 2. Guillotine Machine 3. Suzata Cutter Machine |  |
| Main Finished Goods  1. News Print Pm-02 2. W.P.P (VP)- Pm-02 3. W.P.P (DIP) pm-02 4. Cream laid,pm-2 5. Duplex board UC-pm-01 6. Duplex Board Coated,pm-01 7. Brown liner,pm-01 8. Packing paper,pm-01 9. Flutting Media,Pm-01 10. Sack kraft,pm-01 11. Stiffner paper,pm-01 12. Sludge Board |  |
| The main Raw materials  1. Baby roll 2. Wrapping paper 3. Paper Gum Tape 4. Sticker (Top & Side) 5. Transparent Tape 6. Stamp Seal Ink 7. Adhesive (AICA IBON) 8. Paper Core 9. Plastic core plug 10. Belling strip 11. Metallic Clip 12. Packing slip 13. Packing tape brown 14. Multi printed wrapper |  |
| Basic Production Process  * Contents :   + Objectives of Ream, Roll& Sludge Boardsheet making.   + Types of cutting machine.   + Flow sheet of the finishing products.   + Working procedure.   + Job responsibilities.   + Safety & security of machine.     - Objectives of Ream, Roll & Sludge Board making: * Flat paper is highly essential commodity of human being; thereto it is very important to know its manufacturing process to enhance gradual development of its quality. * Types of cutting machine :   + Simplex sheet cutter machine.   + Guillotine machine.   + Suzata Cutter machine     - Flow sheet of cutting machine:   Three sizes flow sheet diagram-   * + - * 1. For sheet cutting machine.         2. For Suzata Cutter machine.         3. For Guillotine cutting machine.   Safety & security of machine, before start up of machine the work should be done.  To check the power supply.  To check the lubricants all pumps, gear & bearing house.  To check the fly & dead knife of the machine.  To check the pressure rolls of the machine.  To check the air system for the machine.  To check safety dress.  **Introduction:**  Finishing Department is a very important part of paper making process. This is a different stage of finishing as follows:   * **1st Stage:** We have received machine product of different types/grades baby rolls of flat paper from PM -01.& 02. Example of roll size – 82”,52”48”, 42”,31.5”,36”,34”& 32” ,28” etc and GSM 42, 45, 46, 50, 61,70, 80, 120, 160,180,225,250,300,350 etc. * **2nd Stage:** This different flat paper rolls are cutting into different sheet sizes in sheet cutter machine,suzata cutter machine& Guillotine machine as per market demand. * Sometimes both sheet cutter and guillotine cutter are used for special type of market demand**.**(for example: 36.5” roll firstly converts into 36.5” X 22” which is followed to guillotine to convert 11” X 17.5” * **3rd Stage:** These different sizes cutting sheets are processed into shorting, counting & packing (500/250/100 sheets) by our contractor’s finisher & packet manualy in finishing floor. These finished goods are checked by our officers, supervisor & ream checker. The checking system commence on two stages 1st before packing and 2nd after packing. After final checking it is ready for marketing and supply to warehouse. * **4th Stage:** These finished products are supplied from finishing to ware house .   Finishing Production process flow sheet  **Received Baby rolls/ Sludge Board from paper Machine& ETP**    **Sheet Cutter Machine**  Prodt. Rewinder M/C  **Guillotine M/C**  **Sorting**    **Ware House (Ream, Roll )**  **Packing (Ream , Roll )**  **Counting**  **Market (Local )** |  |
| Process OperationCapacity  1. Machine production Capacity per Day  * Avg. Max. production – 70 MT * Avg. Minm. Production – 60 MT  1. Finished Production Capacity per Day  * Avg. Max. production – 50 MT * Avg. Minm. Production – 40 MT |  |
| Production Type  1. Make to stock 2. Make to Order |  |
| Major Machine List  1. Sheet Cutter Machine 2. Suzata Cutter Machine 3. Guillotine Machine   C:\Users\Kazi.Ferdous\Documents\Sheet Cutter machine.jpgC:\Users\Kazi.Ferdous\Documents\Guillotine machine.jpg  Sheet Cutter machine Guillotine Machine |  |
| Working Hours  * Two types of duty Roster  1. PermanentStaff/Workers – 08hrs per shift.   Time: G- Shift- 8.00 am- 5.00 pm  A shift-6:00am to 2:00pm  B Shift- 2:00pm to 10:00pm  C Shift- 10:00pm to 6:00am   1. Daily basis workers – 08 hrs per shift.   Time: A shift- 6:00am to 2:00pm  B Shift- 2:00pm to 10:00pm  C Shift- 10:00pm to 6:00am |  |
| Wastage  * Finishing Section wastage percentage – 5 to 10 % |  |
| Re work  * Rework may be done as per market demand depending on stock availability and also considering the loss. |  |
| Reports  * Five Reports in Finishing Section  1. Daily Statement of Delivery, Production & Finished Report 2. Daily Finished Report 3. Daily Unfinished Report 4. Monthly Consumption & Finished production Report 5. Monthly Packing materials Report |  |