

# KINTO – Shrink Wrap Machine Daily Checklist

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Shift:  Regular  Morning  Afternoon  Night

Supervisor Name: \_\_\_\_\_

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## Section 1: Shrink Wrap Machine

Task	Verification Criteria	Result (Pass/Fail)	Remarks	Verified By (Name & Signature)
Clean the blade and heating element	Clean the sealing blade and heating element with a dry cloth (when cool)			
Check the film feed rollers	Check film feed rollers for debris or adhesive build-up			
Inspect the film alignment & settings	Inspect film alignment and tension settings			
Clean the conveyor	Ensure the conveyor is clean and running smoothly			
Functionality Check	Check emergency stop and safety interlocks			
	Observe shrinking performance; check for uneven or incomplete shrinking			

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## Section 2: Additional Notes / Observations

(To be filled by the plant team if any anomalies are detected)

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## Section 3: Supervisor Approval

- ✓ Reviewed & Approved By (Name & Signature): \_\_\_\_\_
  - ✓ Date & Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ & \_\_\_\_ : AM/PM
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This checklist is to be maintained daily and submitted to the Quality & Operations Team at the end of each shift.

**Note:** Any failures or anomalies must be reported immediately for corrective action.