

KINTO – BOPP Label Machine Daily Checklist

Date: ____ / ____ / ____

Shift: ☐ Regular ☐ Morning ☐ Afternoon ☐ Night

Supervisor Name: _____

Section 1: BOPP Label Machine

Task	Verification Criteria	Result (Pass/Fail)	Remarks	Verified By (Name & Signature)
Check sensor and photocell	Clean the label sensor and photocell with a dry cloth or soft brush			
Check Label Roll	Check the label roll alignment and tension			
Inspect the conveyor belt	Inspect conveyor belt for dust, label residue, or damage			
Clean glue applicator	Clean glue applicator (if hot melt is used) to avoid clogging			
Inspect Safety Features	Check for loose screws, belts, or mounting brackets			
	Ensure the label feed path is clean and free from dust or adhesive buildup			
Functionality Check	Test the emergency stop button and safety covers			
	Check compressed air line (if applicable) for leaks or pressure drops			

Section 2: Additional Notes / Observations

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

Section 3: Supervisor Approval

✓ Reviewed & Approved By (Name & Signature): _____

✓ Date & Time: ____ / ____ / ____ & ____ : AM/PM

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.