KINTO – Batch Coding Machine Daily Checklist

Date: ____ / ____ / _____

Shift: ☐ Regular ☐ Morning ☐ Afternoon ☐ Night

Supervisor Name: _____

Section 1: Batch Coding Machine

Task	Verification Criteria	Result (Pass/ Fail)	Remarks	Verified By (Name & Signature)
Clean the Machine	Clean the print head/ nozzle with the recommended Aztech cleaning solution			
Check ink and make-up levels	Check ink and make-up (solvent) levels - top up if low			
Inspect for ink build-up, blockages, dust, moisture, etc.	Inspect nozzle and gutter for ink build-up or blockages			
	Wipe down the machine to remove dust, moisture, or ink overspray			
Change of Batch Code Details	Change the batch code number applicable to the current batch			
	Change the Manufacturing Date (today's date) and the Expiry Date (today's date + 6 months)			
	Change the MRP as per the product planned for production			
Functionality Check	Run an auto-flush cycle before and after shutdown			
	Check print quality on test prints or bottles and adjust if needed			
	Verify that the batch code number, mfg date, expiry date, and MRP printed on bottles are correct. Note these values in the remarks column.		Batch #: MFG Date: Expiry Date: MRP:	
	Ensure air filters and fans are unobstructed for cooling			

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

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.