

Author	Status	Effective Date
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1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to proper use of scanners in the shipping department. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates scanners be used whenever applicable for a majority of shipping functions.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department for using scanners. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Proper Use of Scanners

- 4.1 **Turning Scanner On and Off** - The power button for your scanner is located at the top right side. Simply hold for a few seconds until the screen turns on or off.



- 4.2 **Scanning Function** - The scanning function needs to be operational at all times. If your scanner is malfunctioning in any way see your supervisor.

4.3 **Charging** - All scanners need to be charged at the end of the day. Remove case covering and place scanner upon charging port. Ensure a good connection is made to ensure charge.



5.0 References

Reference	Title
1	None