

Author	Status	Effective Date
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1.0 Purpose

To ensure that all personnel perform utilize the shrink wrappers correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when using the shrink wrappers. 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 Shrink Wrapper Operation

4.1 **Safety** - Always keep traffic area around the wrapping machines clear. Any debris should be clear of all wrapping areas.

4.2 Pallet Placement

4.2.1 Once an order is complete it will need to be wrapped to safely ship to the customer. Upon completion of an order place the skid of product in the middle of the turn table of the wrapping machine.

4.2.2 Once skid is placed, be sure to remove your forklift from the wrapping area before starting the machine.

4.3 Wrapper Operations

4.3.1 Wrapper is equipped with several options and adjustments. Generally, no adjustments will need to be made to the standard settings. However, smaller order may require setting adjustments.

- 4.3.2 If no adjustments are needed, simply hit the start button, and monitor the wrapper to ensure a nice safe wrap for your pallet.
- 4.3.3 The wrapper will begin by wrapping the bottom of the skid a programmed number of times before the wrap is raised to the rest of the pallet. This setting should be set at 4 for the bottom of the skid and 4 for the top of the skid.

4.4 Adjustments



4.4.1 **Wrapping Force** – Used to tighten or loosen the strength of the wrap.

4.4.2 **Turntable Speed** – Used to control the speed at which the turntable rotates.

4.4.3 **Roll Carriage Speed** – Used to control the speed at which the wrap will raise and lower on your skid.

4.5 **Additional Adjustments**

4.5.1 **Home** – Pressing this will allow the turntable to return to the home position.

4.5.2 **Cycle Pause** – Pressing this will pause the wrapper. Simply press again the restart wrapping process.

4.5.3 **Film Assist** – Pressing this while the wrapper is not active will loosen the wrap allowing you to pull out excess wrap. This is commonly used to tie off the wrap to a short pallet with few products.

- 4.6 **Changes Not to Make** - Any additional adjustments needed to be made need to be cleared through your supervisor.

- 4.7 **Emergency Stop** - All wrappers are equipped with an emergency stop button. This button will instantly stop the machine in case of an emergency.



4.8 Wrapping a Skid



4.8.1 After starting the machine begin by making sure the wrap is catching the corners of your pallet. Doubling up the wrap may be necessary to avoid breakage. Always be mindful of your pallet’s rotation on the machine.

4.8.2 Once the bottom of your pallet is secure continue monitoring the pallet. If needed, you can make a band out of the wrap and crisscross the bands on the skid to secure product(s).

4.9 Removing Skid

5.0 References

Reference	Title
1	None