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Telephone No.: (043) 236-6885

WORK INSTRUCTION MANUAL

DATE OF EFFECTIVENESS

241021

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TITLE	CONTROL NUMBER	REVISION NUMBER	PREPARED BY	CHECKED BY	APPROVED BY
GUIDELINES FOR PROPER WRAPPING OF ITEMS DURING PALLETIZING			Joel Maligallo / J. Salazar	Rizda Ramos	Jen Gallos

A. PPE REQUIREMENT

- 1) Safety Shoes
- 2) Safety Vest (for loading and unloading)

B. GENERAL SAFETY REQUIREMENT

- 1) Report any incident, accident, or near miss.
- 2) Observe proper hygiene during break time and after work.

C. IN CASE OF EMERGENCY

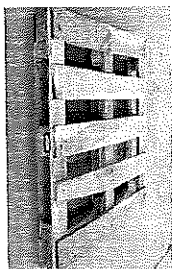
- 1) Immediately inform supervisor.
- 2) Immediately inform Health Team in case of injury-related emergencies.
- 3) Immediately inform ERT/ Safety Team in case of fire-related emergencies.

D. ENVIRONMENT

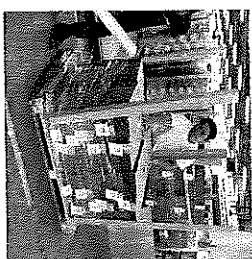
- 1) Always follow the waste segregation scheme (corrugated, plastic, eperan, hazardous).
- 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.

After checking and if there's a need to repalletize the items, the following steps should be followed:
(Pagkatapos suriin ang mga items at kung kailangan na irepalletize ang mga ito, ang mga sumusunod na hakbang ay kailangang sundin:

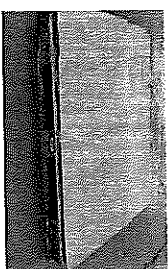
1. Get a clean and empty pallet.
(Kumuhla ng isang malinis at bakanteng palata).



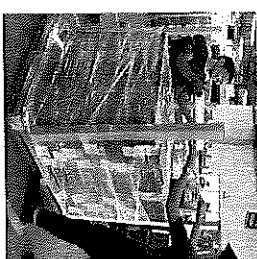
5. Once done wrapping, Checker/Helper will check all sides of the corner post to check if items are supported and will not fall.
(Pagkatapos balutan ng stretch film ang mga items, susuriin ni checker/ helper kung ang mga items ay nasuportahan ng corner angle at hindi mahuhulog).



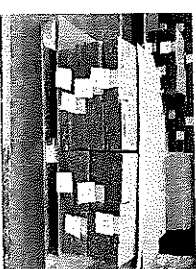
2. Get spacer and place on top of the pallet.
(Lagyan ng sapin ang ibabaw ng palata).



7. The top of the item must be covered also with stretch film.
(Ang pinakatibabaw na bahagi ng item ay dapat nababalutan din ng stretch film).



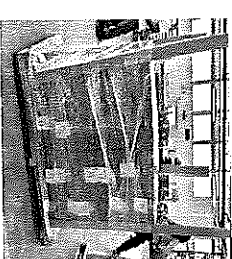
3. Transfer the items to the new pallet and place a spacer on top of the items.
(Ilipat ang item sa bagong palata at lagyan ng sapin ang ibabaw ng item).



4. In wrapping the item, tie the end of stretch film on the corner of pallet then wrap the pallet part up to bottom part of the items.
(Sa pagbabalot ng item, itali ang dulo ng stretch film sa gilid ng palata at dalutan patas ang item).



8. Once done wrapping, Checker will ask QA to check and inspect the condition of the repalletized items. If approved by QA, it is ready for delivery.
(Kapag natapos ang pagbabalot ng stretch film, ipapasunt kay QA kung pasado at aprobedo ang pagrepalletize ng item na ginawa.)



5. Once the bottom part was wrapped, the checker will place the corner post on the four sides of the items. Checker will hold it while helper is continuously wrapping the items up to the top.
(Kapag may stretch film na ang ibabang bahagi, lagyan ng corner angle and apat na sulok ng items. Aatlayan ni checker si helper habang ngbabalot ng stretch film.)



9. Return the stretch film used in the designated area.
(Ibalik ang stretch film sa tamang lagayan).

