DEPARTMENT		ISSUE DATE	REVISION #
OPS	**OEC-OPS-SB-P-16**	**2016-05-12**	**0.0**
	OPERATING PROCEDURE FOR STRAPPING OF BOXES AT WAREHOUSE	PAGES	**1** of 1

PURPOSE

To provide instructions/guidelines for error free and safe operation of strapping the Box using semi automatic power driven Strapping machine.

SCOPE

Strapping of Box without damaging the box or contents.

REFERENCE

NA

RESPONSIBILITY

Warehouse Manager/ Operations Manager

He is authorized to assign the part of or all of this procedure to his trained team leaders under his control when the work flow calls for the same.

PROCEDURE / DESCRIPTION OF ACTIVITIES

The staff who is assigned to do the box strapping job has to be fully trained to do the job for various products handled at OEC.

The operator who is so trained should also have the knowledge of machine adjustments, safety instructions regarding the machine operation and its maintenance.

The boxes that are in bad condition needs to be strapped with adequate grip before they are moved to any other location. The grip should be adjusted first time correctly depending on the size of the Box. Once the adjustment is made correctly for a given size, for subsequent operations, the machine automatically keeps the set limit intact.

The orientation of strapping will depend on the direction by which the box is placed on the Rack. The Barcode label has to be in the front and the strapping should not cover the label.

In the event of any power supply failure when the operation is on, the machine grip gets loosened and the operator has to discard this length of the strap. Machine resumes the strapping action as soon as the power is restored.

For retrieval of records, the strapping is to be cut using a knife or a cuter and such boxes need not be strapped again as they will be required to be opened again when the refiling takes place.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA