

QWISE-HJ-BZZDS-2019

Company Standard

Hunan WISE New Material Technology Co., Ltd.

Steel Bonded Carbide sub-factory

Product packaging process

Operating instructions

Approved by : Zhaohui LIU Prepared by: Liyun Yun Xing Wang

Checked by Technical Dept : Yizhong Zhang and Yongshen Gong

Checked by Sub-Factory: Zhengchen Xu and Zhengdao Xiao

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Steel Bonded Carbide sub-factory Operating instructions

Product packaging

1 main raw and auxiliary materials

1.1 Main raw materials: finished products of various grades, packaging boxes (barrels or boxes), trademark foreign cards.

1.2 Main auxiliary materials: wooden boxes, foam, paper scraps, nails, transparent plastic.

2 major equipment and tools

2.1 Main tools: electronic scales, balances, hoes, pliers.

3 job quality requirements

3.1 Use different and appropriate packaging methods depending on the product.

3.2 The content of the foreign card and the external sign should be consistent with the product certificate and product, and the writing should be clear and the content is correct.

3.3 Product packaging should be compact to prevent damage and collision during transportation.

4 steps and essentials

4.1 According to the “Production Transfer Order”, check the product number and model and the certificate is the same, transfer the product to the package, pile it up according to the grade and model, and fill in the “Package Transfer Account”.

Management focus: prevent products from smashing when pouring products. Carefully handle the product when it is transferred, and stack it properly to prevent it from collapsing and damaging the product or injuring people.

4.2 According to the product certificate, fill out the package card or external sign.

Process requirements: Correct the balance before weighing, the weight of the product is based on the principle of “three in two”.

Management focus:

1 When filling in the card, the writing is required to be clear and the content is correct and complete;

2 Weigh one piece and pack one piece.

4.3 Select the appropriate packaging box (barrel or box) for packaging according to the state and size of the product. When the user has special requirements, it is packaged according to the user's requirements. Products of different brands of the same model are not allowed to be packaged at the same time.

4.4 After the product is placed in the box, carefully check the internal and external labels, and then put the certificate. The carton packaging is sealed with transparent plastic. Stick the external card; the wooden box is nailed with nails and the external sign is filled out.

Management focus: The internal and external logos must be consistent.

4.5 Check whether the contents of the foreign card and the external sign are consistent with the packaged product.

Management focus: The brand and model number of the card must match the packaged product.

4.6 Stack the inspected, packaged product categories in the designated locations. Fill in the original packaging record.

4.7 After the product is put into storage, fill in the "Packaging Transfer Account" in time.

4.8 Clean up and clean the work site.

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