

PACKAGES CONVERTORS LIMITED BU-FC	Document type Work Instructions
	Title Work Instructions for Ink ordering, Handling & Storage

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1. Purpose:

To ensure that the ordering, handling & storage of inks shall be carried out under controlled conditions.

2. Scope:


These instructions are applicable to Lemanic ink store.

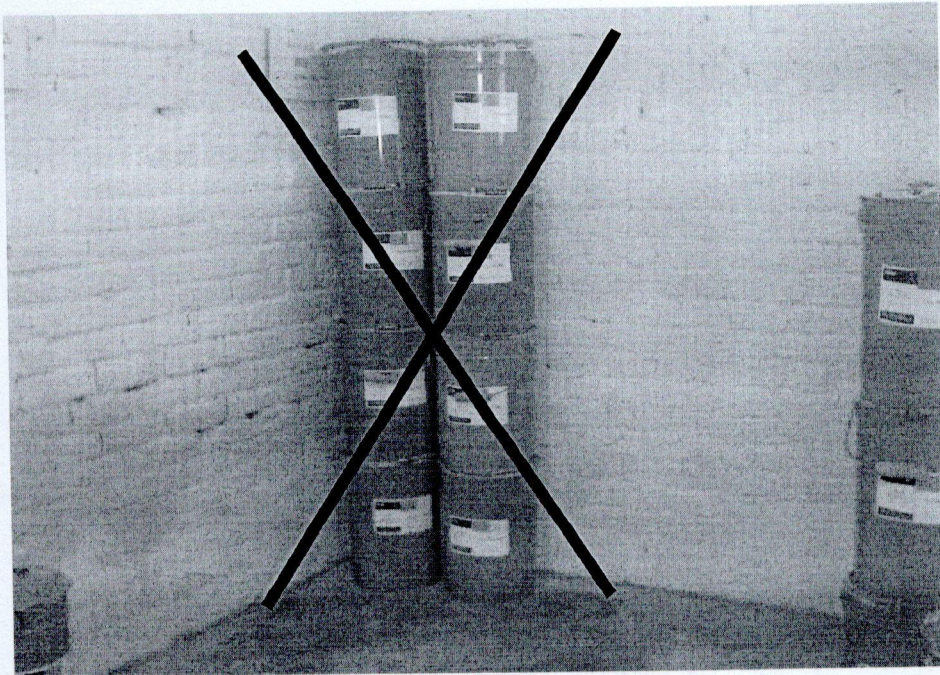
3. Overall responsibility:

Overall responsibility lies with the BUM- carton line.

4. Instructions:

Sr. #	Activity	Responsibility
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4.1	Inks will be order thru PR (Purchase requisition) in SAP to the commercial, the commercial will place order to ink supplier.	I/C Lemanic
4.2	After PR, inks will be order thru emails to the supplier	I/C Lemanic, Production Engineer
4.3	Inks will be received from the supplier via Dispatch Note.	Back up Operator
4.4	Place the ink buckets in the specified area located for that particular ink in lemanic ink store. 	Back up Operator

4.5	Don't place the buckets more than three (3)		Back up Operator
4.6	Inks will be issued from the ink store and issuance record is recorded on QRCS/03		Back up Operator
4.7	Ink will be placed on the trolley		Back up Operator
4.8	Return ink is pour into the vacant buckets of same ink. And recorded on QRCS/05 A sticker is pasted on it showing the date of return & quantity returned and then it is placed in the ink store against that ink area.		Back up Operator
4.9	Use of PPE's during ordering, handling and storage of ink.		Back up Operator

