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| **Reviewed on (Date):****Reviewed by:** | **Reviewed on (Date):****Reviewed by:** | **Reviewed on (Date):****Reviewed by:** | **Reviewed on (Date):****Reviewed by:** |
| **Approved on (Date):****Approved by:** | **Approved on (Date):****Approved by:** | **Approved on (Date):****Approved by:** | **Approved on (Date):****Approved by:** |

## **PURPOSE**

Identification of products during all steps of storage, in process, finished products

and delivery to avoid mix up.

Traceability to all the products to its origin whenever defects are to be analyzed for

taking corrective actions or customer complaints handling.

## **SCOPE**

## This procedure is applicable to

Raw material procured for conversion, which affects the quality.

All in process products, finished products and products to be dispatched

## **RESPONSIBILITY**

The overall responsibility lies with the Production manager BUCP conversion. However, Manager of the department is responsible for the implementation of this procedure.

## **4.0 DEFINATIONS**

|  |  |  |
| --- | --- | --- |
| 4.1 | Jumbo Reels | Tissue reels of various sizes, which are used on different converting machines |
| 4.2 | Case | A corruwall box containing a specified quantity of converted paper or tissue products |
| **4.3** | **Bottom Reel& Handle reel** | **Poly coated unprinted paper reel used on all the paper cup machines** |

## **5.0 PROCEDURE**

|  |  |  |
| --- | --- | --- |
| SR NO. | ACTIVITES | RESPONSIBILITY |
| 5.1 | IDENTIFICATION OF INPROCESS PRODUCTS |  |
| 5.1.1  5.1.1.1  5.1.1.2  5.1.1.3  5.1.1.4  5.1.1.5 | PARTY PACK LINE  Jumbo reel numbers with the corresponding week no., date, and shift & operator identification shall be noted down on the internal job card (QRCONV/**BUCP/03**) for every pile produced.  Every pile will be assigned an identification number. This number will consist of two parts, first part will be the week number and the second part will be the weekwise serial number. These parts/numbers will be separated by a “0”.  For example: for 17th pile of week no. 3, the identification no. Shall be “3017”  In case of a change regarding shift, date or operator the pile will be changed. Two piles will be separated by a paper board sheet.  For the Guillotine cutter, the corresponding Pile No. along with date, shift, poly bag case no. And operator number shall be noted down on the internal job card (QRCONV/**BUCP/04**).  Every case shall bear an identification number.  Method of numbering a case is similar to that of numbering a pile on sheeting machine. | Machine Operator  Machine Operator  Machine Operator  Machine Operator  Machine Operator |
| 5.2.2 | PAPER CUPS |  |
| 5.2.2.1  5.2.2.2 | On paper cup machines Skillet case numbers and the bottom reel Nos. shall be noted down for every case produced along with the corresponding week no., date, shift and operator identification no. On the internal job card. (QRCONV/**BUCP/05**)  Method of numbering a case is similar to that of numbering a pile on sheeting machine i.e, for 17th case of week no. 27, the identification no. Shall be “27017” | Machine Operator  Machine Operator |
| 5.2.3 | POCKET PACK &WET TISSUE |  |
| 5.2.3.1  5.2.3.2 | On pocket pack and wet tissue machine jumbo reel, Wrapper reel and the carton case numbers shall be noted down for every case produced with the corresponding week no, date, shift, and operator No. On the internal job card (QRCONV/**BUCP/06**) & (QRCONV/**BUCP/07**) respectively.  Method of numbering shall be similar to that of paper cups case. | Machine Operator  Machine Operator |
| 5.2.4 | NAPKIN LINE |  |
| 5.2.4.1  5.2.4.2 | For Napkin machines jumbo reel numbers and the wrapper reel numbers are noted down for every case produced with the corresponding week No, date, shift,and operator no. on the internal job card (QRCONV/**BUCP/08)**  Method of numbering will remain same as that of paper cups case. | Machine Operator  Machine Operator |
| 5.2.5 | FACIAL LINE |  |
| 5.2.5.1  5.2.5.2  5.2.5.3 | For interfolder and cartoning machine jumbo reel nos. and carton case no. Shall be noted down with the corresponding date, shift and other parameters on internal job card (QRCONV/**BUCP/09**)  In case of change in jumbo reel stacks of tissue from different reels will be separated by placing them separately.  Numbering of the finished product shall be done similar to that of Paper cup case. | Machine Operator  Machine Operator  Machine Operator |
| 5.2.6 | TOILET LINE |  |
| 5.2.6.1  5.2.6.2 | For toilet roll machine jumbo reel, wrapper reel and poly bag case nos. shall be written down with the corresponding date, shift, operator identification no. and other parameters on the internal job card (QRCONV/**BUCP/10**)  The identification numbering of the finished product shall be done in a similar way as that of paper cups case. | Machine Operator  Machine Operator |
| 5.2.7 | PAPER PLATES |  |
| 5.2.7.1 | For Plate making operation the case no. Of the skillets, date, shift and other informations shall be noted down on the Internal job card (QRCONV/**BUCP/11**) | Machine Operator |
| 5.2.7.2 | Method of numbering will remain same as that of Paper cups case. | Machine Operator |
| 5.2.8 | HYGIENE PAPER TOWEL |  |
| 5.2.8.1  5.2.8.2 | For Hygiene Paper Towel Tissue Reels, wrapper reel no shall be noted down for cases produced with the corresponding week No, date, shift on the internal job card (QRCONV/**BUCP/12)**  Method of numbering will be same as that of Paper cups case. | Machine Operator  Machine Operator |
| 5.2.9 | KITCHEN JUMBO ROLL |  |
| 5.2.9.1 | For Kitchen Jumbo Roll Tissue Reels, Poly Bag Case no shall be noted down for cases produced with the corresponding week No, date, shift on the internal job card (QRCONV/**BUCP/13)**  Method of numbering will be same as that of Paper cups | Machine Operator |
| **5.2.10** | **Manual Handle fixing** |  |
| **5.2.10.1** | **For manual handle fixing paper Cup Case no, handle case no shall be noted down for cases produced with the corresponding week No, date, shift on the internal job card (QRCONV/BUCP/14)**  **Method of numbering will be same as that of Paper cups** | **Machine Operator** |
| **5.2.11** | **Coaster making** |  |
| **5.2.11.1** | **For Coaster making jumbo reel numbers and the poly bag case numbers are noted down for every case produced with the corresponding week No, date, shift, and operator no. on the internal job card (QRCONV/BUCP/15)** | **Machine Operator** |
| **5.2.12** | **Core Winder** |  |
| **5.2.12.1** | **For Core winder liner reel numbers and the glue drum code are noted down for every bundle produced with the corresponding week No, date, shift, and operator no. on the internal job card (QRCONV/BUCP/16)** |  |

## 6.0 ASSOCIATED DOCUMENTS

* Internal Job Card