

SAFETY INSTRUCTIONS

- Familiarize yourself with the manufacturer's instructions and safety instructions for area.
- Consult with the Safety Department (MSDS), and lubrication agents.

NEWG creates documents to comply with safety regulations.

REQUIRED TOOLS & EQUIPMENT

Personal Protective Equipment:

- Safety Glasses
- Ear Plugs
- Safety Shoes/Boots

Items for GMP Compliance:

- Hair restraint
- Latex Gloves
- Paper Apron
- Beard Restraint, if necessary
- Paper Sleeves

Materials and Tools for Workstation:

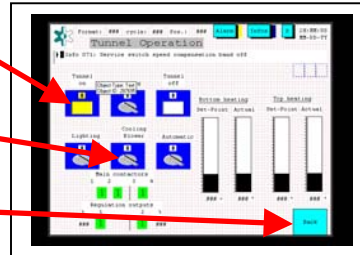
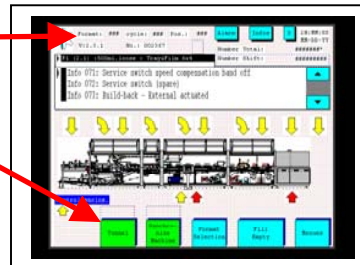
- Allen Wrenches
- Latex Gloves
- Broccoli
- Clamp
- Duct Tape
- Extension Cords
- Food Liners or Paper
- Silicone Grease
- Isopropyl Alcohol
- Ladder/Step
- Wire Brush
- ZEP (Orange Cleaner)

NEWG interviews your Subject Matter Experts and compiles the information. We create what you need – manuals, training materials, or these 11"x17" job aids to hang at workstations.

PREPARATORY STEPS

- Verify details of production schedule.
- Verify that onsite raw materials are appropriate for production work.
- Inspect work area and primary machinery to verify that they are free of debris and unnecessary items.
- At glue pot controls, press **STANDBY** and allow glue to warm for 20 minutes.
- Verify that all conveyors are on and functioning properly.
- Verify that plastic wrap is plentiful and is threaded correctly.
- Fill unit with appropriate corrugate board for product being run.

- Perform preparatory steps.
- At glue pot control panel, verify that:
 - Glue pot has reached the proper temperature for production.
 - GREEN READY** light is on.
 - Three **YELLOW** lights are on, indicating that **MONITOR/SCAN**, **HEATERS**, and **PUMP** are all functioning.
- Verify that all safety doors are closed.
- Verify that switch for compressed air supply is ON.
- At the control panel, start ovens and cooling blowers by performing the following steps:
 - Press **WHITE PRE-START ON**. Button will light up and remain lit.
 - At Main Screen, verify that selected number is correct.
 - Select **GREEN TUNNEL** button to access **Tunnel Operation Screen**.
 - At Tunnel Operation Screen, select **YELLOW TUNNEL ON**.
 - Select **COOLING BLOWER**.
 - Select **AQUA BACK** button to return to **Main Screen**.



NEW ENGLAND WRITERS GROUP

TECHNICAL DOCUMENTATION

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A well-written document will satisfy your corporate and department goals and allow employees to access information easily.

Job aids help inform your workforce economically and effectively. They feature:

- Color printing to highlight important elements
- Photos and graphics to aid understanding
- Clear and logical presentation of steps
- Prominent display of safety and other essential information

DAILY HOUSEKEEPING INSTRUCTIONS

1	Wipe down conveyor between the cooling tunnel and the pack bench.
2	Wipe down the pack bench.
3	Organize the pack materials on and around the pack bench.
4	Assist with mopping the floor in the pack cell.

Reference Number: AB1-23

Manager: _____
 Approval Date: _____
 Revision: 1

Track revisions and management approval.

Rev.	Change Description	Date
1	Initial Release	2/9/04

Sample Only. Not for use in actual manufacturing situation.