

TIP 0305-49

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Checklist: preparing die cuts for shipment

Scope

The purpose of this technical information paper is to enable the boxplant to properly prepare die cut blanks for shipment.

Safety precautions

No safety precautions apply.

I. Preparation before machine startup

- A. Are pallets required?
- B. Are cores required for forklift entry?
- C. Are special banding caps required?
- D. Are corners posts required?
- E. Are binders between layers required?
- F. Are pallets shrink-wrapped?
- G. Are samples on side units required?
- H. Are special load tickets required?
- I. Is a person or machine required for bundling?
- J. Are dunnage sheets (protective sheets) available and weighed in the waste system?
- K. Are COA's (Certificate of Analysis) required with the shipment?
- L. Are instructions sheets required?

II. Customer requirements of diecut blank

- A. Is rotary diecut stripping sufficient, or is off-machine stripping required?
- B. Is platen diecutting with matrix scores required?
- C. 100% clean machine stripping required?
- D. Do multiple outs need to be broken apart or shipped nicked together?
- E. Is off-machine folding required of large diecuts to enable ease of handling?

TIP Category: Automatically Periodically Reviewed (Ten-year review)



Documents

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- F. What are the bundling requirements?
1. How many blanks are there per bundle?
 2. Is tying necessary?
 - a. Single
 - b. Double
 3. If sheets are polycoated, is special tying material (i.e., wire ties) or procedures required?
- G. What is the unit description?
1. What is the quantity per unit?
 2. If diecut is bundled, which of the layouts shown in Fig. 1 would be appropriate?
 3. What are the height requirements for warehousing or shipment?
 4. Is special information required on load tickets?
 - a. Customer number
 - b. Order number
 - c. Date
 - d. Quantity
 - e. Other necessary information.
- H. What are the banding requirements?
1. Are steel or plastic straps to be used?
 2. Must unit be banded to pallet?
 3. How many bands are required and in what configuration?
 4. Which of the load types shown in Fig. 2 is required?
 5. Has a computer aided program, (TOPS), been utilized to obtain best pallet pattern?
 6. Are double banding caps required for display material?
 7. What compression is required not to crush the unit?
- I. Is warehousing offered?
1. Has load been properly catalogued?
 2. Does customer require bar code identification?
 3. Can load be placed in free-standing area, or must it be put in steel racks?
 4. Are load tickets intact, and are all loads properly marked and visible?
- J. Are shipping instructions complete?
1. Is the truck loaded properly?
 2. Does the unit lend itself to full utilization of trailer (two-wide or two-high)?
 3. Has a computer aided program, (TOPS), been utilized to maximize product volume per trailer?
 4. Does customer necessitate special equipment or instruction?
 - a. Low trailer.
 - b. Pallets.
 - c. Use of plant's own material handling equipment.
 - d. Special hours.

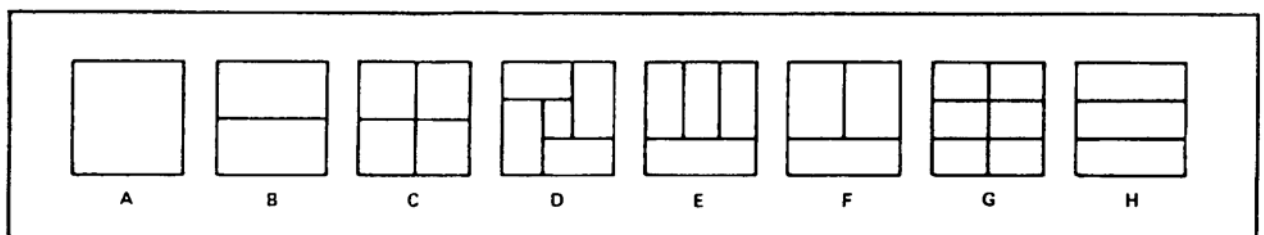


Fig. 1 Unitized load patterns.