

Standard Operating Procedure

Title: Dispatch of Goods from Warehouse

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Procedure

1. Movement of Finished Goods from Production to Warehouse Quarantine

1.1. See ([SOP WAR-040](#)).

2. Dispatching Finished Goods from Quarantine

2.1. The Warehouse receives a Finished Goods Shipping Form ([Form-550](#)) from distribution team which indicates (in Part A) Date to be shipped, Finished Goods Code, Shipping Number, Product Description, BPN numbers, number of pallets, GBS number, pallets location in Quarantine, invoice number, Total quantity, Address to be sent and Transportation mode.

2.2. Warehouse authorised staff has to pick the goods from its correct location (Quarantine) and check the followings:

- The shipping form is signed by an authorised supply person.
- All pallets have '**RELEASED**' Stickers prominent to each side of the pallet.
- Product code, name and description are matching with the shipping form.
- Pallet ID card is present on each pallet.
- Check GBS number is matching with that of pallet **ID**.
- Senders address and invoice number is present on the form.

2.3. Warehouse staff to write the following from the pallet **ID** cards:

- Product code
- Product name
- BPN
- Number of pallets
- Total quantity of goods
- GBS number (as written on the pallet ID card)

2.4. Warehouse staff who assembled the pallet/s must sign on the shipping form. Another authorised store person has to check the pallets to be shipped and sign the form.

3. Documentation

It is important that all goods leaving the Receiving Store should be properly documented so as to enable easy reference.

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6. Remove the pallet **ID** and send it back to warehouse office.
7. Place **Side Shroud** around the Finished goods on top of the bottom tray. Each cardboard sheet has several folds, which must be bent, into place around the pallet.
8. Place **Front Pad** on end of pallet between the short folds of the side shroud.
9. Assemble **Top Tray** by bending folds into place and stapling them together with the compressed air staple gun.
10. Place **Top Tray** on pallet over the **Side Shroud** and **Front Pad**.
11. Place **Corner Boards** on the top edges of the top tray.
12. Secure shrouding with two strips of **Polystrapping** using the **Fromm Polystrapper**.
13. The pallet is now ready to be written up on the shipping for **(Form-550)** and loaded onto a truck when it arrives.

5. The Fromm Polystrapper

The Fromm Polystrapper ([Figure 1](#)) is a hand held portable device designed to place tension on plastic straps and then heat glue the straps together. It is important to make sure that the Polystrapper is operated correctly to ensure a good seal of the straps.



[Figure 1](#) - The Fromm Polystrapper

5.1. Operation:

1. Once the Pallet is shrouded, run the strapping plastic under the pallet at one end.
2. Place Corner Boards on the corners of pallet on the Top Tray.
3. Gather straps from both sides of the pallet on top of the pallet. You should have the strap going completely around the pallet.
4. Overlap the straps with end on the bottom and squeeze the handle on the Polystrapper, placing the overlapped section of the straps in between the Polystrapper jaws. These are towards the bottom of the device.
5. Once in place and straight, let go of the handle and push the Yellow button on top of the Polystrapper (see [Figure 2](#)). The straps should pull tight as the Polystrapper pulls each strap through the device. Press the button until a reasonable amount of tension is placed on the straps.

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- 6.1.2. Before using the Stapler, you must first check that the leads are not frayed or cut, the connection to the air compressor is intact, and the power is turned on at the wall.
- 6.1.3. Fold corners of top tray. Tuck one behind the other at the fold line. Place stapler face down over folded corners and press the trigger. **Take care not to put fingers directly behind the staple zone underneath the cardboard.** The corners should be stapled together. Place two staples in each corner to make sure the corners hold together.



Figure 10 - Fold corners over

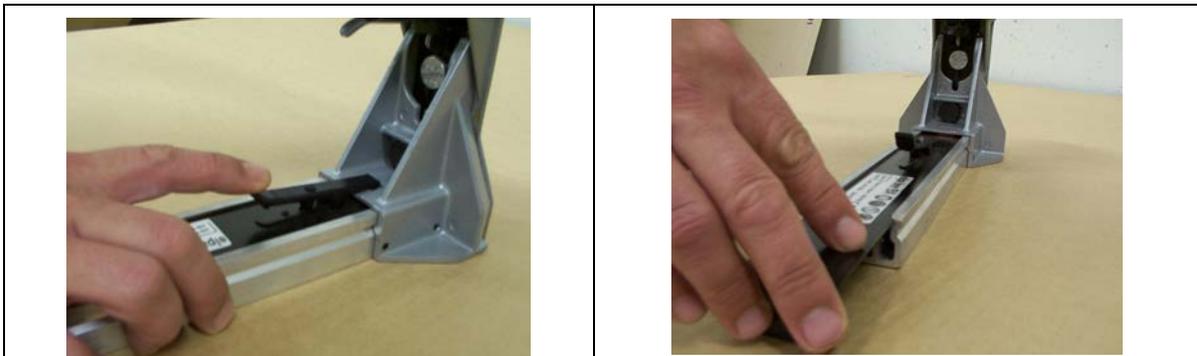


Figure 11 - Staple corners together

- 6.1.4. Repeat for each corner until all corners are securely stapled together.

6.2. Filling Staple gun with staples

- 6.2.1. Detach gun from compressor hose before reloading with staples.
- 6.2.2. Press down on magazine cover release and slide backwards to expose the staple magazine space.



- 6.2.3. Place staples in the magazine space and slide the cover back over the magazine space until cover clicks into place.
- 6.2.4. Reattach gun to the Compressor hose. The gun is now ready to use.

6.3. Maintenance

- 6.3.1. Once a day remove gun from compressor hose and place two drops of oil into the air inlet piece on the gun itself.

7. Summary of Changes

Version #	Revision History
WAR-020	New

End of Procedure

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