
 <b>ADVANEX</b>	DOC No: AEU00324	TITLE: COILTHREAD PICKING			<b>Advanex Europe Ltd</b> Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 📠: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 📠: 00 44 (0) 115 9295773 Video Conference IP: 80.176.189.113 www.advanexeurope.co.uk
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## DOCUMENT APPROVAL

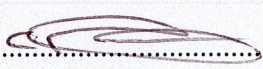
### Author's Signature:

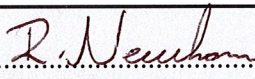
Your signature indicates that this document has been prepared in accordance with company standards or guidelines and adequately reflects the tasks and deliverables necessary.

<b>Signature</b>		<b>Date</b>	6-JUL-2017
<b>Print Name</b>	James Drury		
<b>Title</b>	Quality Assurance & Systems Engineer		

### Reviewer's Signature:

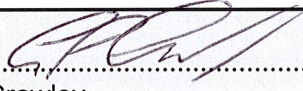
Your signature indicates that, you have reviewed this document and that it accurately and completely reflects the tasks and deliverables necessary.


<b>Signature</b>		<b>Date</b>	18-JUL-2017
<b>Print Name</b>	Christine Parker		
<b>Title</b>	Section Leader		

<b>Signature</b>		<b>Date</b>	17 <sup>th</sup> July 2017
<b>Print Name</b>	Rob Newham		
<b>Title</b>	Operations Manager AEUS		

### Quality Assurance/Compliance Approver's Signature:

Your signature indicates that this document complies with company standards or guidelines; and that the documentation and information contained herein complies with applicable regulatory, corporate, divisional/departmental requirements, and current Good Manufacturing Practices.

<b>Signature</b>		<b>Date</b>	31 July 2017
<b>Print Name</b>	Gary Crawley		
<b>Title</b>	Quality Manager		

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## 1.0 PURPOSE

- 1.1. The purpose of the document is to define the SOP (Standard Operating Procedures) to be followed by ADVANEX EUROPE Ltd, in order to ensure that the picking and final packaging of bagged CoilThread product is completed in a systematic and uniform manner.

## 2.0 SCOPE

- 2.1. This document applies to the picking of all CoilThread parts for dispatch.

## 3.0 TERMS, DEFINITIONS & ABBREVIATIONS

- 3.1. None applicable.

## 4.0 HEALTH, SAFETY & ENVIRONMENTAL

- 4.1. Recommended maximum manual lifting weight of 12kg
- 4.2. Within the factory area safety footwear is mandatory.
- 4.3. Within the factory area Safety glasses must be worn.

## 5.0 ASSOCIATED DOCUMENTS


- 5.1. Label Preparation (Document number AEU00437).
- 5.2. Box Assembly (Document Number AEU00323).
- 5.3. Correct Usage Of Bins For Non-Hazardous Waste Streams (Document Number AEU00396).
- 5.4. Picking List: Allowing full traceability for the order.

## 6.0 PROCEDURE

### 6.1. Task Preparation.



Figure 1: A clear work bench.

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6.1.1. **Component Control.** Clear work bench completely ensuring that components from previous packing tasks are removed.

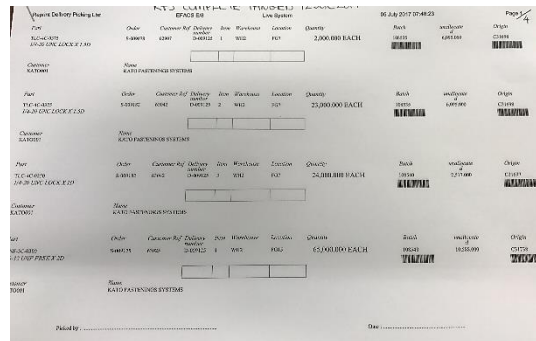


Figure 2: Picking list example.

6.1.2. **Locate Required Components.** Using the picking list locate the relevant components identified by the serial numbers, from the storage location.



Figure 3: Confirming that the components selected match the requirements on the picking list.


6.1.3. **Confirm Correct Components.** Use the barcode scanner to confirm the boxed components selected to be picked, match the components required on the picking list, as shown in Figure 3:



Figure 4: Examples of blank labels.





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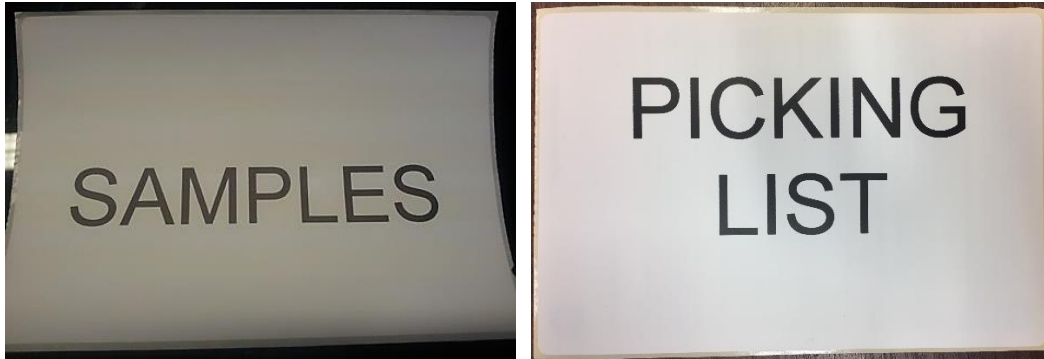


Figure 7: Example of “SAMPLES” Labels and “PACKING LIST” Label.

- 6.2.4. **Advanex Japan.** Attach labels “SAMPLES” & “PACKING” to the appropriate box, as shown in Figure 7:



Figure 8: Example of “PICKING LIST” Label.

- 6.2.5. **All Other Customers.** Attach label “PICKING LIST” to the appropriate box, as shown in Figure 8:



Figure 9: Source components from the storage location.

- 6.3. **Source Required Components.** Collect the parts ordered from the storage location using the location stated on picking list.


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Figure 10: Source required number of bags.

**6.3.1. Pick Required Number of Bags.** Remove required amount of bags and label each bag accordingly, take a copy of the box label from inside the gusset bag and place onto the label sheet, as shown in Figure 15: If there still bags in the box, amend the labels on the box and gusset bag to show the quantity being returned to stock and return the box to the original location on the racking if the box is empty dispose of it in accordance with SOP Correct Usage Of Bins For Non-Hazardous Waste Streams (Document Number AEU00396).




Figure 11: Identify box with customer's name and box number.

**6.3.2. Box Control.** Using a box made in accordance with SOP Box Assembly (Document Number AEU00323). Write the customer's name, as identified on the picking list and box number onto the long open box flap.



Figure 12: Insert Layer Pad.

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6.3.3. **Place Layer Pad in Box.** If the Works Order Instructions for the components to be packed indicate that a Layer pad is required, one of the appropriate size is to be placed into the box.



Figure 13: Insert Gusset bag.

6.3.4. **Place a Gusset Bag into Box.** If the Works Order Instructions for the components to be packed indicate that a gusset bag is required, one of the appropriate size is to be placed into the box, as show in Figure 13:



Figure 14: Loading Components.

6.3.5. **Load Components.** Place the components into a gusset bag lined box.

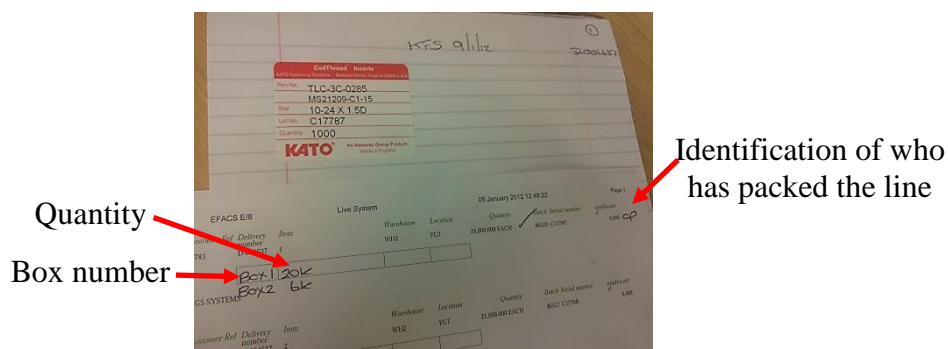



Figure 15: Record quantities on the Picking sheet.

6.3.6. **Picking Control.** Note down on the picking sheet the box number, quantity, who has packed the line and the date and time the line was picked as shown in Figure 15:



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**Note:** If The Shipment Is For Advanex Japan Write On Picking List If Samples Are Enclosed Or Have Been Previously Shipped, As Shown In Figure 25:



Figure 16: Apply the correct label securely to box.

6.3.7. **Check Quantity on Label.** For Advanex Japan all box labels must have the box quantity printed on them, for all other customers the quantity may be hand written on the label.



Figure 17: Correct Placement of Box Labels.

6.3.8. **Apply Label to Box.** Attach a label to the outside of the box detailing the contents in the location indicated in Figure 17:

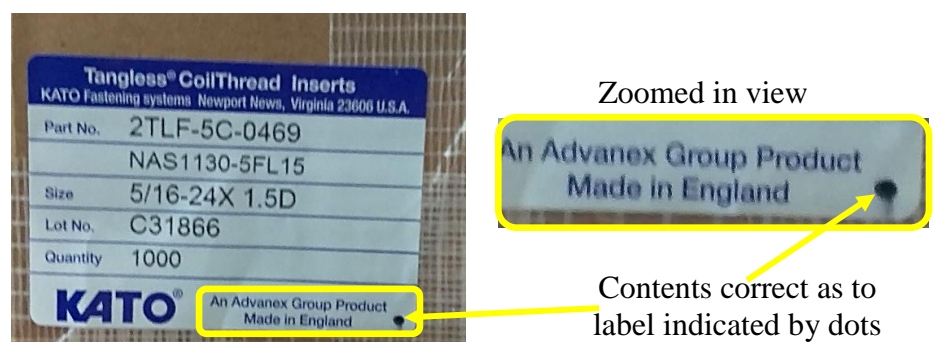



Figure 18: Mark the label on the box to indicate that the contents have been checked.



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6.3.9. **Check Box Contents.** Before sealing the gusset bag, double check the contents against the box label, if correct mark the label with a permanent marker, as shown in Figure 18:



Figure 19: Seal the gusset bag

6.3.10. **When Full, Seal Gusset Bag.** When a full box is achieved fold and seal the gusset bag using a label amending the quantity to the corresponding amount that is in the gusset bag.

Note: The Quantity Detailed On The Label Sealing The Gusset Bag Must Correspond To The Quantity On The Label Attached To The Outside Of The Box.




Figure 20: Box packed with bubble wrap.

6.3.11. **Component Protection.** If the box is not full, fill out the box using bubble wrap to prevent movement and protect the contents.



Figure 21: Use correct Layer pad.

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**6.3.12. Place Layer Pad in Box.** Use a layer pad of the same dimensions as the internal box base and fold the flaps inwards, short flaps first.



Figure 22: Secure box.

**6.3.13. Seal Box.** Secure box down the length using reinforced tape. Secure both ends of the box using reinforced tape.




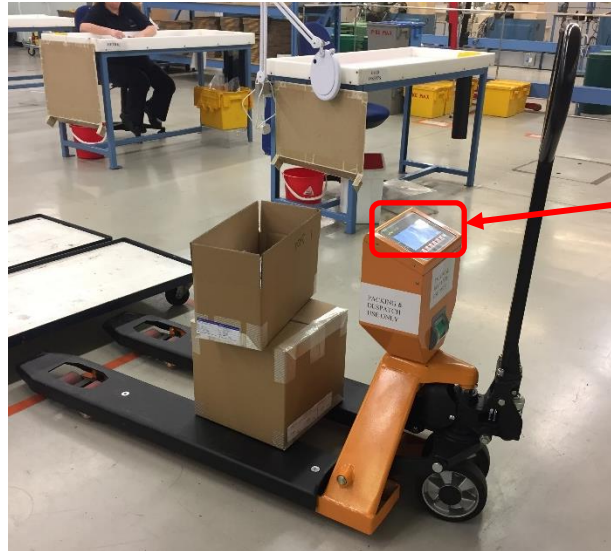
Figure 23: Load sealed boxes onto a pallet or trolley.

**6.3.14. Load Boxes onto Trolley or Pallet.** Place the sealed boxes onto either a trolley or pallet.

Note: Boxes Must Be Loaded Onto Pallet Or Trolley So That The Label Can Be Read.

**6.3.15. Pack Other Boxes.** Repeat steps 6.1.2 – 6.3.14 until the picking list is complete but **do not seal the box the picking list is to be shipped in until step 6.3.19.**

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Read weight off here,  
zoomed in view shown



Figure 24: Weigh the shipment then enter weight on Picking List.

**6.3.16. Weigh the Shipment.** When the picking list is complete boxes to the scales trolley and weigh the shipment and note down the total weight on the picking sheet, as shown in Figure 25:

**Note: If The Boxes Are To Be Shipped On A Pallet Then The Weight Must Include The Pallet Weight, Otherwise It Should Only Be The Weight Of The Full Boxes, As Shown In Figure 24:**

Part	Order	Customer Ref	Delivery number	Item	Warehouse	Location	Quantity	Batch	unallocated	Origin
2CT10/30-M5F-A-KIT TANGLESS M5 INSERTION AND REMOVAL KIT	S-008416	I286133	D-008558	3	WH2	CUP1	13.000 EACH	101758	37.000	KSI-00-22703
<p>Customer: JEVE001 Name: JEVEKA BV</p> <p>Box 2 13</p>										
2CT10/30-M6F-A-KIT TANGLESS M6 INSERTION AND REMOVAL KIT	S-008416	I286133	D-008558	4	WH2	CUP1	13.000 EACH	101759	37.000	KSI-00-22703
<p>Customer: JEVE001 Name: JEVEKA BV</p> <p>Box 2 13</p>										

Picked by: christina parker Date: 15 Nov 16

Tooling & labels checked

2 Boxes

1 x 39 x 18 x 21  
1 x 31 x 31 x 30

8.5 kg

Box 1 Picking list enclosed

Identity of picker 6.3.17.6

Date(s) picked 6.3.17.7

Identification of the box containing the picking list and any Samples 6.3.17.3, 6.3.17.4 & 6.3.17.5


Quantity of each different box size 6.3.17.1

Individual box dimensions, 6.3.17.1. Note: there may be several different sizes

Shipment's weight written on Picking List 6.3.17.2

Figure 25: Example of a completed picking list paperwork.



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**6.3.17. Complete the Picking List Paperwork.** Once the batch has been completely picked then the picking list paperwork must be completed, this involves;

- 6.3.17.1. The quantity and sizes of each different type of cartons.
- 6.3.17.2. The total weight of the full cartons as detailed in step 6.3.16, if the shipment is to be palletized, then the weight of the pallet is to be included,
- 6.3.17.3. The identification of the box number that the picking list will be placed in.
- 6.3.17.4. The identification of the box number that any samples are to be placed in.
- 6.3.17.5. The identification of the box number that any inspection documents are to be placed in.
- 6.3.17.6. The identity and initials of the person who picked the shipment.
- 6.3.17.7. The date that the shipment was picked.



Figure 26: Completed Picking List is to be placed into the box identified on the picking list.

**6.3.18. Label Samples.** A copy of the labels must be stapled to the picking sheet and sent with the shipment packed in the box identified on the picking list. Further copies of the picking list and labels must be retained by sales and packing.

**6.3.19. Pack the Picking List.** Place the picking list into the box identified on the picking list for the shipment and seal the box.

**Note:** The Picking List Does Not Have To Be Placed Into The Last Box But It Must Be In The Box Identified By The Picking List Label.

**Refer to Customer Specific Labelling for which labels require attaching to the last box.**

#### 6.4. Samples.

**6.4.1. Advanex Japan.** Shipments to Advanex Japan must include a 30 piece sample for each batch and packed in the box identified by the “SAMPLES” label, as shown in Figure 7:

#### 6.5. Pallets.


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Figure 27: Label indicating that the pallet has been heat treated.

6.5.1. **Quality Control of Pallets.** All pallets must be heat treated, as indicated by the label shown in Figure 27:



Figure 28: Standard Euro pallet with access from all sides, NOT Acceptable for CoilThread shipments, use pallets with access from only two sides.

6.5.2. **Ensure Correct Pallet is Used.** All CoilThread shipments must use pallets which provide access from two sides only.