

Wrapping and Delivery Procedure

1. Preparing Finished Parts

Take the finished parts for the job out of the spray booth.

If there are "plastic" parts, bring them to the wrapping area after taping.

2. Quality and Size Check

Inspect each part for quality and correct dimensions.

Check the description of the part in the Notability app to ensure it matches the requirements.

If everything is acceptable, wrap the part, write the part number and job information on the wrapping, and mark it as "wrapped" in the Notability app for the corresponding job.

Place the wrapped parts on the racks in the wrapping area.

If the quality does not meet standards, send the part back to Finishing or Taping for correction.

3. Organizing Jobs

Keep all parts for the same job together in one designated spot.

Do not mix parts from different jobs.

4. Delivery

When the delivery team arrives to load a job, show them all the cabinets and parts that need to go out for that specific job.

Supervise the loading process to ensure they only take items belonging to that job.

If there are multiple deliveries, give them each job separately to avoid mix-ups.

5. Shipping Samples

Wrap the samples using the paper provided by the office.

Once wrapped, place the package in the shipping area for pickup.