





SOP Reference #: FINISHING012

Operation/Task:	Carton Packing			Equipment:	Misc Finishing
Owner:	Finishing Manager	Date Created:	1/8/2018	Department:	Finishing
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of packing cartons

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		See SOP FINISHING000 for all general finishing procedures	Purge work area of last job components.	Prevents co-mingling.
2		Identify the size of the carton/box	Refer to ticket instructions for client specific requirements, else use best fit.	
3		Load product	<ul style="list-style-type: none"> Grab smaller lifts Alternate the orientation for stacks of product 90 and/or 180 degrees depending on the format of the piece No heavier than 35 lbs 	When placing product further down in the box, if you grab too many, they may bend and not sit properly in the box. There may be slight variances of thickness from side to side of the product
4		Protect product	<ul style="list-style-type: none"> Full size chip board on bottom Full size chip board on top Fill carton to top and on sides with packing material if extra space is present 	You don't want the product to be damaged during shipment
5		Seal carton	<ul style="list-style-type: none"> Neatly and securely tape shut 	You don't want the cartons to open during shipment
6		Label carton	<ul style="list-style-type: none"> If requested and unless otherwise noted in the job ticket, affix label to side of box and stack so label is on outside of skid whenever possible. 	To identify the product that is inside
7		Load on skid	<ul style="list-style-type: none"> Spread out to cover entire skid Stagger cartons to overlap edges Do not stack higher than 52 inches high 	This will make it easier to transport.

Notes:

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Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to Intranet	Kathy Osterberg	6/18
Rev 2	Clarified the alternating the orientation for stacks in task 3	Kathy Osterberg	10/19
Rev 3	Updated to current SOP format; branding updates: font, company name; grammar updates; Manager review – added verbiage to the how in step 2.	Kevin Washington Tom Wall	5/21
Rev 4	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25