








Operation/Task:	Inserting, polywrapping, shrinkwrapping			Equipment:	Sitma Polywrapper
Owner:	Mailing Services Manager	Date Created:	9/1/16	Department:	Mailing Services
		Revision History:	See last page		

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

Purpose: This SOP/work instruction documents procedures for automated insertion operations.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Review the Job Ticket for job instructions. No job shall be set-up and run without supervisor approval.		
2		Set the machine for the operations required on the Job Ticket.	<ul style="list-style-type: none"> • All material brought to the area of production must be verified as being correct for that job and the correct codes/versions for that Pkg. • Every box of material that is opened must be verified as correct. • Set up track for max insert depth. • Set up pockets for size of insert and set detectors for miss & double insertion detection. • Set up IR detectors for miss & double detection. • Adjust track side guides to one half inch the depth of the largest insert. • Set up pockets for each insert. Center the insert in pocket and adjust side guides to one quarter of an inch wider than the length of the material. Cycle machine until it grabs an insert(s) and job until the machine goes into set-up mode. Adjust detectors for miss and double detection. 	<p>Proper set up of tracks and side guides insure a smooth travel path for the inserts while the machine is in motion.</p> <p>Proper set up of detectors prevents missed inserts and double inserts from being inserted.</p>
3		Obtain 2nd set of eyes approval.	"See procedures for sign off"	To catch any possible errors introduced by the operator.

4	◆☑	MACHINE OPERATION:	<ul style="list-style-type: none"> • Every two hours while the inserter is running, check to see if the miss detections are still operable. • Every two hours force a double pull of each insert to insure the double detections is still operable. • Make sure inserts during the above check are properly replaced in the package. • Check material flap sealer throughout the day to ensure the flaps are sealing properly and that excessive poly is not present. • Lift the material in the pocket forcing a miss. • Jog machine and pull two inserts into gripper area. • Pull a sample from the conveyor to see if the flap is sealing. If not enough or too much heat is present, adjust the heater or tension. • Take a mail piece from conveyor and inspect for required information. • Each time more material is gathered for the job you are producing, you must have you supervisor ok each item you have brought to your production area. **Your original "ok" is not good for the whole day if you have altered what was is at your production area when the job was ok'd. 	<ul style="list-style-type: none"> • Sometimes a gripper will obstruct with a mail piece detection. Performing this gripper operation. • Not enough heat will result in flaps not sealed or partially sealed. Conversely, too much heat will cause rip in mail piece or damage material.
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Notes:

If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions: NA

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised to reflect new equipment.	Sies Khamsisavang	2/21/17
Rev 2	Converted layout of form to be consistent with GLS standard SOPs	Kathy Osterberg	10/17
Rev 3	Revised wording in Step 2 How To Do It	Sies Khamsisavang	11/17
Rev 4	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial; reviewed by Lead – no changes	Andy Jones	3/21

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Rev. Date 4/20