

Ameritube LLC
1000 N. Hwy 77, Hillsboro TX 76645

Revision Level:
B

Procedure No.
SOP - 602

Revision Date:
01/13/2014

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Boxing And Bundling Procedures

This Document expires one day after printing
Last Printed: October 29, 2015

Date

5-20-2015

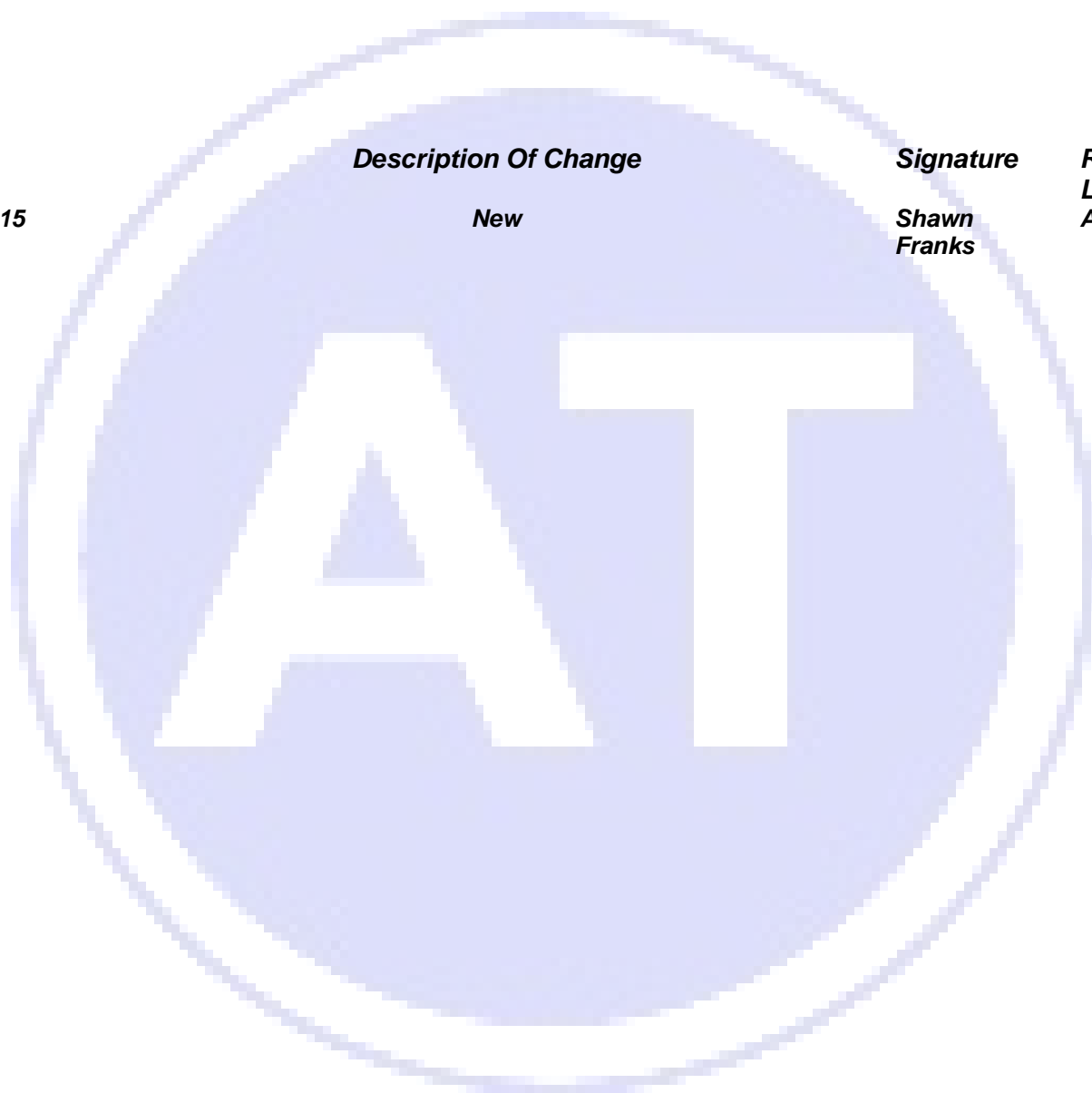
Description Of Change

New

Signature

Shawn
Franks

*Rev.
Level*
A



Procedure Approval:

Company Title:

Date:

Quality Manager

5-20-2015

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1. PURPOSE

This document sets forth the minimum requirements for adequate boxing and bundling process to ensure the integrity of materials shipped.

2. APPLICATION

This procedure applies to all personnel required to follow the procedure the proper method of boxing/bundling materials for shipping. This procedure concerns Production, Quality Assurance, Finishing departments.

3. PROCEDURE

3.1. Scope and Responsibilities

3.1.1. It shall be the responsibility of the Quality Manager to insure the following:

3.1.1.1. That training and experience requirements are established.

3.1.1.2. That the personnel training program is properly administered.

3.1.1.3. It shall be the responsibility of the Finishing Lead to insure that all personnel maintain proper training and experience requirements for the job functions they are performing

3.1.2 A final inspection of packaged materials is approved and documented with photographic evidence of compliance.

3.1.2.1 All photographs shall be documented by Quality personal and stored on network under customer PO#

3.1.3 Tag all bundles with pertinent information.

4. HEX BUNDLE CONSTRUCTION

4.1.1. Verify amount of tube to be hex bundled and see Table 1 for amount per bundle.

4.1.2. Form first layer in hex bundler and secure blocks to match width.

4.1.3. Stack material in alternating layers until hex amount is complete.

4.1.4. Blow out every tube with compressed air and visual examine to verify all debris has been cleared from tubes.

4.1.5. Sufficient cardboard to be used for all banding point. NO STRAP SHOULD COME IN CONTACT WITH UNPROTECTED TUBE.

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4.1.6. Banding points on every bundle are as follows:

- 4.1.6.1. One (1) foot from each end of bundle,
- 4.1.6.2. Intermediate banding to be no more than 8 feet apart.
- 4.1.6.3. Every band location for current shipping lot to match up on every bundle.
- 4.1.6.4. Each banding location to have two bands 6 to 8 inches apart.
- 4.1.6.5. Each band to be parallel (no band at an angle).
- 4.1.6.6. Each band clasp to be visual checked for sufficient adhesion.
- 4.1.6.7. Both ends to be covered with shrink wrap, must cover all tube openings.
- 4.1.6.8. At least one end to be tagged with the following information:
 - 4.1.6.8.1. Manufacturer
 - 4.1.6.8.2. Alloy
 - 4.1.6.8.3. Length
 - 4.1.6.8.4. Quantity
 - 4.1.6.8.5. Dimensions
 - 4.1.6.8.6. Purchase Order Number
 - 4.1.6.8.7. Customer w/address
 - 4.1.6.8.8. Total weight
 - 4.1.6.8.9. Any other information required by standard or Purchase order

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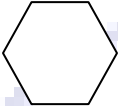
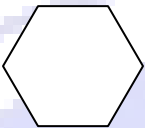
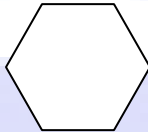
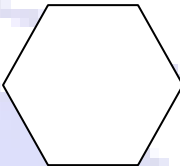
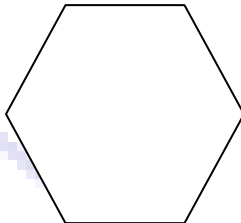
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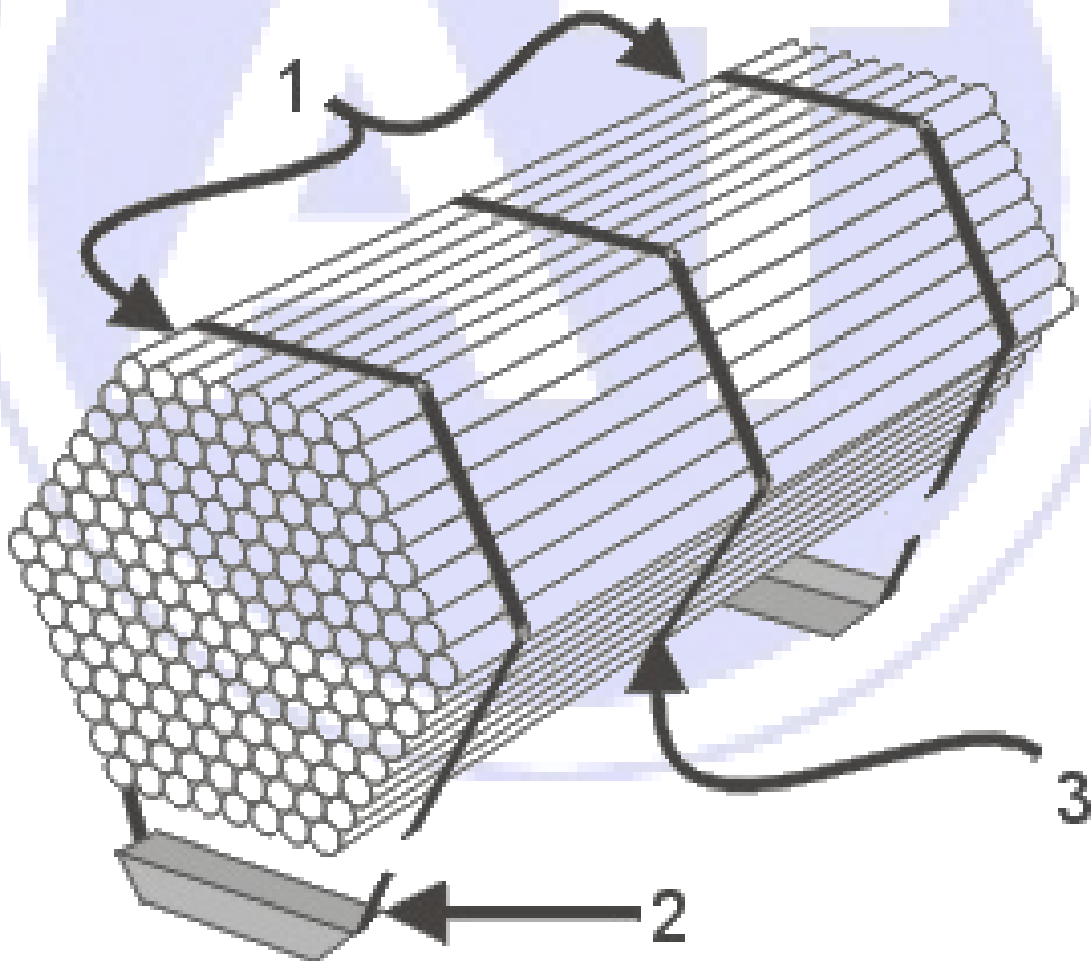
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4.1.7. Each hex bundle should be made to the following quantities shown on table below:

TABLE 1

						
Layers	3-5-3	4-7-4	5-9-5	6-11-6	7-13-7	8-15-8
Quantities	19	37	61	91	127	169



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BOX BUILDING WORK ORDER					Date		10/26/2015		PO#		2845-2222		1129	
<div>YULA CORPORATION</div> <div>5288</div>														
Box Dimensions for Reference only														
	Height (In)	Width (In)	Length (In)	QTY Required	Tubes per Box Max	Total Boxes	Gross Tube Weight	NOTES						
	11	12	507	1300	132	10	2969							
			507		0	0	0							

1. Build box and identify with Box marking information. All dimensions are inside diameter

2. Sign work order and place in the job folder.

Job Requirements			Box Builder	Box Received	Box Marking			Box #
Qty	1300		Box Materials Required		Made by Ameritube in the USA			
Alloy	C70601				Address			330 Bryant
OD	0.998				City			Bronx
Wall	0.047				State			NY
Length	504.000				Zip			0
Temper	O61				Company			YULA CORPORATION
Lbs/Ft	0.535570				P/O and or Job Number			2845-2222
Standard	SB-111				Defence Box Level			N/A
PO#	2845-2222				Approved By			IPPC
Density	0.318							Y/N
Supplier	Ameritube							

SAFETY FIRST

OPERATOR! YOU WERE ASSIGNED THIS WORK TO BE COMPLETED TO THE BEST OF YOUR ABILITY. BY ACCEPTING THIS WORK ASSIGNMENT YOU CONFIRM THAT YOU UNDERSTAND ALL THE REQUIREMENTS PROCEDURES AND SAFETY RULES.