

WORK INSTRUCTIONS FOR SHEET LAMINATION & CUTTING

SN.	Instructions
1	Clean the lamination machine and its surroundings before starting the job.
2	Clean the feeder board, steel & rubber roller for smooth operation and then put the mains of the machine "ON".
3	Get the lamination schedule from the authority & collect all the inputs like sheets to be laminated, lamination film of correct grade and size etc.
4	Mount the lamination film on the winding shaft and fix it through flanges.
5	Guide the web through nip rollers and tight the lever to apply pressure on the film.
6	Ensure that the lamination film follows a straight path till the rewind shaft on which drum is mounted for collecting laminated sheets.
7	Feed the few set-up sheets one after another through nip roller by using web guide fixed on feeder board.
8	Apply uniform pressure across the web through nip rollers and ensure that the laminated sheet is free from folds, wrinkles or bubbles.
9	After set up is ok, feed the sheets to be laminated one by one at slower speed by using web guide.
10	Ensure minimum gap between trailing edge of the first sheet and leading edge of the second sheet. (Very minimal overlap is acceptable)
11	Collect the laminated sheets on winding drum mounted on rewind shaft.
12	Once the job is over, the sheets are separated from winding drum by cutting sheets at leading or trailing edges. [Roll from to sheet form]
13	Ensure in-process quality check at periodic interval throughout the batch.
14	Switch off the machine when not in use. Remove the left over quantity of lamination roll label it for easy identification.
15	Enter requisite details in job card and log book.

Prepared by: Production Engineer

Approved by: Production Manager