


## Process Information



<b>Process Name:</b>	<b>Laminating Process</b>
<b>Purpose:</b>	It's a part of the manufacturing process in which all aluminium composite panel products go through the laminating process
<b>Resources:</b>	Laminator/Router Cutter/Aluminium Composite Panel (product)
<b>Role:</b>	Production Coordinator and Production Assistant
<b>Department:</b>	Client Project/Production
<b>Frequency:</b>	After every job is printed
<b>Process Triggers:</b>	After every job is printed


## Process Checklist / Quick Reference List:

1. Setup the laminator by making sure that it is switched on and that there is sufficient laminating film on the roll.
2. Place the aluminium panel and put it on the laminator after checking for any dust or hairs on the panel.
3. Check the pressure handle on the laminator and make sure that it must always stay on "2".
4. Move panel forward through the laminator using the foot clamp.
5. When the aluminium panel has completely passed through the laminator, release the foot clamp.
6. Send the panel to the router cutter which will do the trimming and filing process for the panel.
7. Repeat the process for all aluminium panels to be laminated.

## Process Details

Task	Details
1.	<p>Setup the laminator by making sure that it is switched on and that there is sufficient laminating film on the roll.</p>  A photograph showing a blue laminator machine. Two large rolls of white, glossy laminating film are mounted on the machine's rollers. The machine is positioned on a light-colored surface, and a control panel with a red power button and a 'COLD' indicator is visible on the right side.
2.	<p>Take the aluminium panel and place it on the laminator. Make sure that it is placed always in the centre of the laminator and the orientation is always in portrait way.</p> <p>Check and make sure that there is no dust, hairs or particles of any kind on the panel before starting the laminating process. Clean the panel with a lint free duster.</p>

	 A laminator machine is shown in a production setting. A roll of clear adhesive film is being fed into the machine. A colorful poster titled 'Sandpit Rules' is being processed. The poster features illustrations of children and a rainbow, along with text such as 'Wear a school hat', 'Sand toys only in the sandpit', 'Pack up toys at end of lunch', 'Gently brush the sand off yourself', and 'NO throwing or flicking sand'. The machine has a blue frame and rollers.
3.	<p>Check the pressure handle on the laminator and make sure that it must always stay on "2".</p>  A close-up photograph of a pressure handle on a laminator. The handle is black and has a silver-colored metal foot clamp. The handle is positioned over a dial that has the number '2' on it. The dial is part of a larger mechanism on the laminator.
4.	<p>Move panel forward through the laminator using the foot clamp. Continue laminating until the complete panel has passed through it. Watch and monitor the process until the end to check for any problems.</p>

	
5.	When the aluminium panel has completely passed through the laminator, release the foot clamp.
6.	Send the panel to the router cutter which will do the trimming and filing process for the panel.
7.	Repeat the process for all aluminium panels to be laminated. <b>Health and Safety issues:</b> <ul style="list-style-type: none"> <li>• Do not use knife between the rollers</li> <li>• Do not put hands on rollers.</li> <li>• When loading products to be laminated, always ask for assistance.</li> </ul>

### Expectations and Timings

	Expectations
1.	The panel is laminated correctly.
2.	

Approved by:	
Reviewed date:	

## Issues and Improvements
