1903030 OmniSWD Packaging Procedure WI-0114 (1)

A Service Center Work Instruction
Security Level: Medium

Course-0244 (1)

April 21st, 2023

Manager, Service Center, ACP

Effective Date: April 21st, 2023

Release Date: See Master Control

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1. Scope

1.1   This work instruction applies to Service Center personnel packaging OmniSWD.

2. References

2.1   None.

3. Forms

3.1   None.

4. Packaging Materials Required

4.1   For base units use box size: 42 x 22 ½ x 27

4.2   Use foam pieces left, right, and bottom for the base unit. (Fig. 2 Section 7)

4.3   For applicator head use box size: 9 x 8 ¼ x 14

4.4   Use packaging tape foam for the top and bottom (Fig. 4 Section 7)

4.5   Tape gun with 3 inch, ACP identified packaging tape. Must be ACP branded tape.

4.6   Labels to be installed on exterior of box:

    4.6.1   Rehab Manager Label

    4.6.2   Fragile Medical Equipment Label

    4.6.3   Asset Tag

4.7   Material to be installed in the box:

    4.7.1   ACP "Important Documents" envelope

    4.7.2   Completed certification form

    4.7.3   Completed IPM form

    4.7.4   Equipment User Manual

5. Unit Preparation

5.1   Visual inspections, checks and preparations:

    5.1.1   Verify that the units is clean. Remove possible dust and markings.

    5.1.2   Verify that no internal or external hardware is loose.

    5.1.3   Verifyt he IPM inspection lable, 39819; is installed, initialed, and dated.

    5.1.4   Verifyt the "Bar Code" label is secure, and in serviceable condition.

    5.1.5   Remove the "Wrist Band" identifier label from the unit, and then discard it.

6.   AGW Processes and Printing

6.1   Performing status change and printing processes:

6.1.1   Access AGW – open the drop down in the Asset group, and select "Mobile Scanner" page.

6.1.2   Scan the unit Barcode, and select "Next." This step transfers the unit from Pack to FGI.

6.1.3   On the left side there will be identifier numbers for printing the unit's Certificate and the Asset Identifier Label.

6.1.4   Place the mouse curser over the number for the Certificate and Select it.

6.1.4.1   Print the certificate from the PDF, then close the PDF.

6.1.5   Place the mouse curser over the number for the label and select it.

6.1.5.1   The Label Preview window will open, select "File."

6.1.5.2   On the drop down select "Page Setup."

6.1.5.3   Verify or select printer to the "Dymo 450."

6.1.5.4   Select address to "30256 shipping."

6.1.5.5   Select page to "Landscape."

6.1.5.6   Select "OK."

6.1.5.7   On the label preview window, select "File."

6.1.5.8   Select "Print."

6.1.5.9   The Print window will open, verify the "Dymo 450" is selected.

6.1.5.10   Select "Pages" on the Page Range enter: "1–1"

6.1.5.11   Select print – close the Label window after label is printed.

6.1.5.12   The label Preview window will open, select "File."

6.1.6   Printing the "IPM," Access AGW – Open the "Asset Tracking" window

6.1.6.1   In the "Search Assets" window, enter the Barcode select "Search."

6.1.6.2   A seconday window will open – Verify the "Status" is "FGI."

6.1.6.3   The transaction window page will open.

6.1.6.4   Select "Print IPM," print and staple the sheets.

6.1.7   Printed materials are to be placed in the ACP "Important Documents" envelope.

7.   Documents

7.1   Documents to be shipped with units:

7.1.1   ACP "Important Documents" envelope

7.1.2   Completed certification form

7.1.3   Completed IPM form

7.1.4   Equipment User Manual No. XXXXXXX

7.2   Envelope filling instructions:

7.2.1   Use the ACP "Important Documents" envelope Only.

7.2.1.1   Place the following doucments in the envelope:

7.2.1.1.1   Completed certification form

7.2.1.1.2   Completed IPM

7.2.1.1.3   Equipment User Manual No. XXXXXXX

8.   Packaging

8.1   Packing the assembly in the box.

8.1.1   Tape the bottom of the shipping box, extend the tape on the sides halfway down. (See Fig. 1).

8.1.2   Select correct foam for the SWD. (See Fig. 2).

8.1.3   Place the unit on the bottom foam base and place the top foam, left and right sides, on the top of the unit. (See Fig. 3).

8.1.4   When packing foam is in place, insert the unit into the shipping box.

8.1.5   Place the filled ACP "Important Documents" envelope in the box on the supper side of the unit.

8.1.6   Tape the Top of the box closed. The top tape must extend to overlap the bottom tape, Make sure tall the tape is motthed down onto the box. Use a towel to wipe over the all the tape. (See Fig. 4)

8.2   Labels are to be installed on the top exterior of the box. (See Fig. 5)

8.2.1   Rehab Manager Label, place in the lower left corner.

8.2.2   Fragile Medical Equipment Label, place in the lower right corner.

8.2.3   Asset Identifier Label, place in the upper left corner.
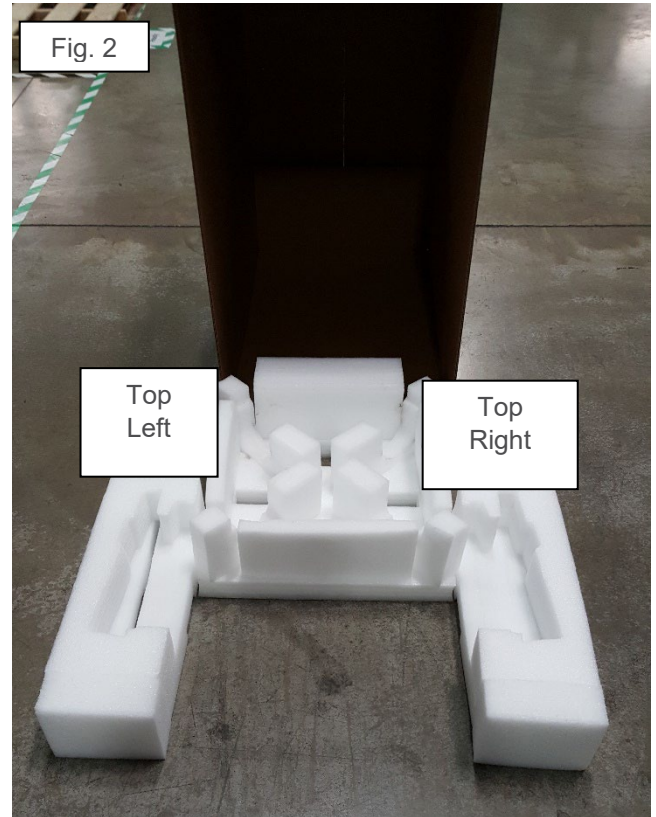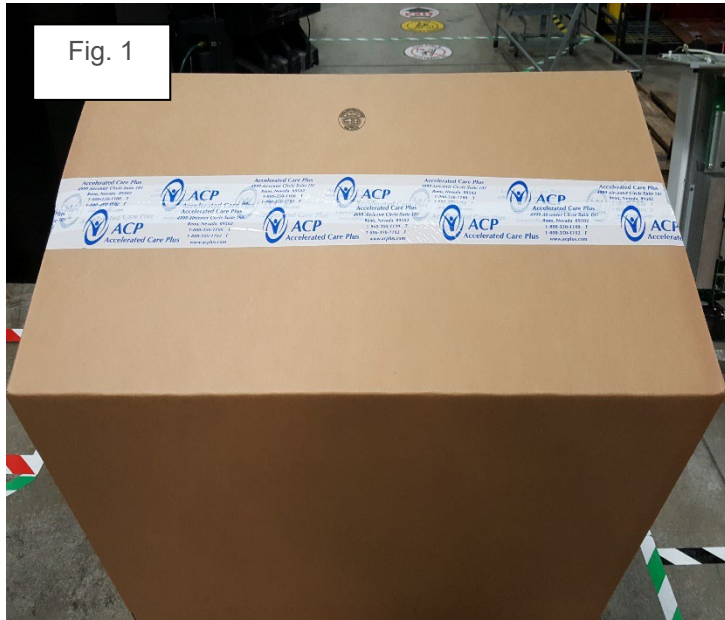
9.   Palletization

9.1   Palletize

10. Figures

Fig. 1

Fig. 2

Top Left

Top Right

Fig. 3

11. Where Posted

11.1 This work instruction is posted on Master Control.

12. Revision History

12.1 The complete record of change can be found on Master Control.