OmniVersa 100FXF Packaging Work Instructions

WI-0195 (1)

A Service Center Work Instruction
Security Level: Medium

Course-0346 (1)

July 17th, 2024

Manager, Service Center -ACP

Effective Date: July 17th, 2024

Release Date: See Master Control

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1. Scope

1.1 This procedure applies to personnel performing packaging activities for the OmniVersa.

2. References

2.1 None.

3. Forms

3.1 FRM-0315 OmniVersa Multi-modality Therapy System Inspection Checklist

3.2 FRM-0442 Certificate of Conformance

4. Packing Materials Required

4.1 OmniVersa branded box.

4.2 OmniVersa honeycomb insert

4.3 Tape gun 3 inch, ACP identified packing tape. Must be ACP Tape.

4.4 Labels to be installed on exterior of box:

    4.4.1 REHAB Manager Label.

    4.4.2 Fragile Medical Equipment Label.

    4.4.3 Asset Identifier Label.

4.5 Material to be installed in the box:

    4.5.1 ACP "IMPORTANT DOCUMENTS" envelope.

    4.5.2 Completed certification form FRM-0442.

    4.5.3 Completed IPM form FRM-0315.

5. Unit Preparation

5.1 Visual inspections, checks and preparations.

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

    5.1.2 Verify that no internal or external hardware is loose.

    5.1.3 Verify inspection label the IPM, 39819; is installed, initialed and dated.

    5.1.4 Verify the "Bar Code" label is secure and serviceable condition.

    5.1.5 Remove the "Wrist Band" identifier label from unit, 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-Select "MOBILE SCANNER" page.

    6.1.2   Scan unit Bar Code- Select "Next". (This step transfers the unit from Pack to "FGI")

    6.1.3   On the Left-Hand 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, the 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   Drop down to and 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 Bar Code-Select "Search".

        6.1.6.2   A secondary 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 the units:

    7.1.1 ACP "IMPORTANT DOUMENTS" envelope.

    7.1.2 Completed certification form FRM-0442.

    7.1.3 Completed IPM form FRM-0315.

7.2 Place FRM-0442 & FRM-0315 in the "IMPORTANT DOCUMENTS" envelope.

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.

    8.1.2 Place the honeycomb insert so the cut indentations are facing towards you.

    8.1.3 Fold both sections A away from you followed by both top and bottom sections B.

8.2 Place the honeycomb insert inside the OmniVersa box with the folded sections facing towards you.

    8.2.1 Pull over section C to allow the OmniVersa to sit level once inside the box.

        8.2.1.1 (If a power cord is being sent with the device, place it in section D)
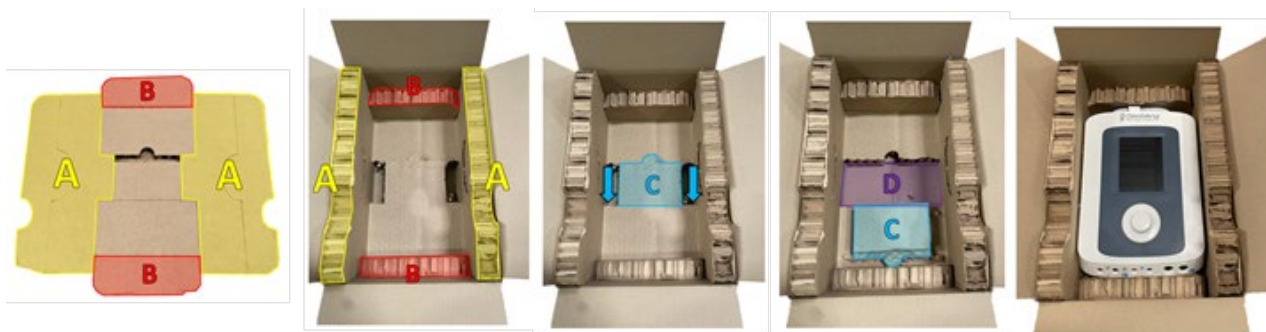
8.2.2   Fold sections E and place the ACP "IMPORTANT DOCUMENTS "envelope on top.

8.2.3   Tape the Top of the box closed. The top tape must extend to overlap the bottom tape. Make sure all the tape is smoothed down onto the box.

8.3   Labels are to be applied in the locations shown and specified below.

8.3.1   REHAB Manager Label- Place in the upper left corner.

8.3.2   Fragile Medical Equipment Label – Place in the upper right corner.

8.3.3   Asset identifier Label- Place in the upper left face corner.

9.   Palletization

9.1   Placing the completed boxes on the FGI pallet.

9.1.1   Place the boxes so the top labels are facing out and readable.

9.1.2   The FGI pallet will have 8 boxes on each level.

9.1.3   The layout of the boxes will have 3 in the front and back, 2 in the middle.

9.1.4   The box stacking will not be more than 6 levels high.

10. Where Posted

10.1 This document is posted Master Control.

11. Revision History

11.1 The complete revision history can be found in Master Control.