

## Pack-line Training script

File Name	Narration	Special Notes
<b>1.1 Learning Goals</b>	<p>Welcome to the pack-line training course for Texarkana Aluminum.</p> <p>At the conclusion of the pack-line training course, participants will be identify roles and responsibilities of pack-line operators and perform standardized work to improve production flow.</p>	
<b>1.2 This is the Pack-line</b>	<p>This is the pack-line.</p> <p>Here, you will be responsible for</p> <ul style="list-style-type: none"> <li>○ identifying customer orders,</li> <li>○ preparing coils for the upender,</li> <li>○ preparing the pallet,</li> <li>○ loading coils,</li> <li>○ operating the upender,</li> <li>○ preparing coils for the wrapper,</li> <li>○ labeling coils for shipping,</li> <li>○ and unloading coils from the line.</li> </ul>	<p>Provide a 2 second pause between each bulleted item.</p> <p>Pronunciation: upender [<i>up-ender</i>]</p>
<b>1.3 Course Dashboard</b>	<p>Click a lesson to get started.</p>	

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<b>2.1 ID Customer Order Objective</b>	<p>In this section you will learn about identifying customer orders.</p> <p>You will be able to: Identify the coil number on your order slip.</p> <p>Locate the ordered coil in the plant.</p> <p>And verify the coil number matches your order.</p>	<p>Provide a 2 second pause between each sentence.</p>
<b>2.2 ID Customer Orders</b>	<p>Customer orders are kept in the priority box next to the main control panel.</p> <p>Customer orders are organized by order of importance.</p> <p>Orders in box number one should be given the highest priority for completion.</p> <p>You can find the coil number for a customer order in the top right corner of your order.</p> <p>Coils have a sticker located inside and on the outside of the coil.</p>	<p>Provide a 2 second pause between each sentence.</p>

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	<p>The information at the top of the sticker is the coil number.</p> <p>Make sure this number matches coil number on your order form.</p> <p>Once you are in the plant, you will see digits labeled in blue.</p> <p>A coils location is tracked throughout the plant with these two digits.</p>	<p>Provide a 2 second pause between each sentence.</p>
<p><b>2.3 Customer Order Assessment</b></p>	<p>Finish each sentence with the correct answer.</p> <p>Click and drag the words on the right to snap the sentence together.</p>	<p>Provide a 2 second pause between each sentence.</p>
<p><b>2.4 Preparing the Pallett Objectives</b></p>	<p>When you complete this section, you will be able to identify the steps to preparing the pallet.</p>	
<p><b>2.5 Preparing the Pallet</b></p>	<p>This is the upender.</p> <p>With the hand crane, move the pallet so that it is centered with the rollers and touching the wall of the upender once the pallet is centered, return the hand crane to the pallet stack.</p>	<p>Pronunciation: upender [<i>up-ender</i>]</p> <p>Provide a 2 second pause between each sentence.</p>

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	<p>Retrieve a cardboard circle and center it on the pallet.</p> <p>Secure the cardboard to the pallet with the staple gun.</p> <p>Return to the main control panel. Locate the entry conveyor switch.</p> <p>Turn the switch to the right to switch the conveyor to manual.</p> <p>Locate the upender conveyor switch.</p> <p>Turn the switch to the right to start the rollers.</p> <p>This will move the pallet into position.</p>	<p>Provide a 2 second pause between each sentence.</p> <p>Pronunciation: upender [<i>up-ender</i>]</p>
<p><b>2.6 Pallet Assessment 1</b></p>	<p>Click and drag the pallet to the correct position on the upender.</p> <p>Click submit when done.</p>	<p>Pronunciation: upender [<i>up-ender</i>]</p> <p>Provide a 2 second pause between each sentence.</p>

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<b>2.7 Pallet Assessment 2</b>	<p>Click and drag the cardboard to the correct position on the pallet.</p> <p>Click submit when done.</p>	Provide a 2 second pause between each sentence.
<b>2.8 Pallet Assessment 3</b>	<p>Click and drag the staple guns to the matching numbers on the cardboard.</p> <p>Click submit when done.</p>	Provide a 2 second pause between each sentence.
<b>2.9 Pallet Assessment 4</b>	Locate and click the entry conveyor switch.	
<b>2.10 Pallet Assessment 5</b>	<p>Click and turn the knob to set the conveyor to manual.</p> <p>Release the knob to check your answer.</p>	Provide a 2 second pause between each sentence.
<b>2.11 Pallet Assessment 6</b>	Locate and click the upender conveyor switch.	Pronunciation: upender [ <i>up-ender</i> ]

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<b>2.12 Pallet Assessment 7</b>	<p>Click and turn the knob to move the pallet into position.</p> <p>Release the knob to check your answer.</p>	Provide a 2 second pause between each sentence.
<b>2.13 Upend Objectives</b>	After completing this section, you will be able to list the steps to operating the upender.	Pronunciation: upender [ <i>up-ender</i> ]
<b>2.14 Upend</b>	<p>Go to the main control panel and locate the upender control knob.</p> <p>Turn the knob to the left.</p> <p>Now, locate the mini control box next to the upender.</p> <p>Once the upender has stopped moving, locate the right knob the mini control box.</p> <p>Turn the knob to the right and hold it to the right until the upender finishes extending.</p>	<p>Provide a 2 second pause between each sentence.</p> <p>Pronunciation: upender [<i>up-ender</i>]</p>

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<b>2.15 Upender Assessment 1</b>	Locate and click the upender control switch.	Pronunciation: upender [ <i>up-ender</i> ]
<b>2.16 Upender Assessment 2</b>	<p>Click and turn the knob to rotate the upender [<i>up-ender</i>] to the loading position.</p> <p>Release the knob to check your answer.</p>	<p>Pronunciation: upender [<i>up-ender</i>]</p> <p>Provide a 2 second pause between each sentence.</p>
<b>2.17 Upender Assessment 3</b>	Locate and click the knob used to extend the upender.	Pronunciation: upender [ <i>up-ender</i> ]
<b>2.18 Upender Assessment 4</b>	<p>Click and turn the knob to extend the upender.</p> <p>Release the knob to check your answer.</p>	<p>Pronunciation: upender [<i>up-ender</i>]</p> <p>Provide a 2 second pause between each sentence.</p>
<b>2.19 Finished Lesson One</b>	<p>This is the end of lesson one.</p> <p>Click the main menu button.</p>	Provide a 2 second pause between each sentence.