

Edgebanding Roll Storage and Inventory Tracking SOP

1.0 Maintenance Objective & Frequency

The objective of this procedure is to establish a standardized method for storing edgebanding rolls and maintaining accurate inventory records. Proper storage prevents material degradation due to temperature, humidity, and physical damage, while systematic inventory tracking ensures production has the correct material on hand, reducing downtime and waste. This procedure is to be performed weekly and after each receipt of new edgebanding stock.

2.0 Lockout/Tagout (LOTO) & Safety

- No machine energy isolation required for this procedure as it involves only material handling and inventory tasks.
- Mandatory PPE: Safety glasses, cut-resistant gloves (when handling rolls with sharp edges), and steel-toed boots.
- Ensure storage racks are stable and not overloaded. Use a step ladder or rolling ladder for accessing high shelves; never climb on racks.
- Keep aisles clear of debris and tripping hazards. Maintain clear egress paths.

3.0 Required Tools, Parts & Lubricants

- Barcode scanner or mobile device with inventory management app (e.g., ServiceGrid mobile interface)
- Inventory tracking software or spreadsheet (pre-populated with current stock levels)
- Label printer and thermal transfer labels (for new rolls)
- Permanent marker or grease pencil
- Measuring tape (metric, 5m minimum)
- Digital caliper (for measuring roll width if not marked)
- Cut-resistant gloves
- Step ladder or rolling ladder (if racks exceed 1.8m height)
- Dust cover or plastic wrap (for long-term storage)

4.0 Step-by-Step Maintenance Procedure

1. Don required PPE: safety glasses, cut-resistant gloves, and steel-toed boots.
2. Visually inspect the storage area for cleanliness, proper lighting, and any signs of water leaks, pests, or excessive dust. Report any hazards to the supervisor immediately.
3. Verify that the storage environment is within acceptable parameters: temperature between 15°C and 25°C, relative humidity between 40% and 60%. Use a calibrated hygrometer/thermometer if available; log readings in the inventory system.
4. Using the inventory management system (ServiceGrid or spreadsheet), perform a physical count of all edgebanding rolls. Compare physical count to system records. Note any discrepancies.

5. For each roll, inspect the label or marking for: material type (PVC, ABS, melamine, veneer), width (mm), thickness (mm), colour code, and lot number. If missing, measure width with caliper and estimate remaining length using the roll diameter formula (see note) or weigh the roll if a scale is available. Update the inventory record with accurate data.
6. Inspect each roll for physical damage: crushed cores, torn edges, adhesive degradation (sticky or dried out), or discoloration. Remove damaged rolls from active inventory and place in a designated quarantine area with a red tag indicating the defect.
7. Ensure rolls are stored horizontally on racks or in bins, with the core axis parallel to the shelf. Do not stack rolls directly on top of each other unless they are in dedicated stacking racks. Use dividers to prevent rolls from rolling off shelves.
8. For long-term storage (over 30 days), wrap rolls in plastic dust covers or shrink wrap to protect from dust and UV light. Label the outside of the wrap with the roll ID and date of wrapping.
9. Organize rolls by material type and colour code to facilitate quick retrieval. Use a first-in, first-out (FIFO) system: place newer rolls behind older ones. Update the inventory system with the storage location (e.g., Rack A, Shelf 3).
10. Print new labels for any rolls that are missing or illegible. Affix labels to the core or outer wrap, ensuring they are visible without removing the roll from the shelf.
11. Update the inventory management system with the final counts, locations, and any notes on condition. Generate a discrepancy report if the physical count differs from the system by more than 2%.
12. Clean the storage area: sweep floors, wipe down shelves, and dispose of any trash or empty cores. Return all tools to their designated storage.

5.0 Verification & Return to Service

1. Confirm that the inventory management system reflects the physical count and that all rolls are properly labeled and stored.
2. Perform a spot check: randomly select three rolls and verify their location, label data, and condition against the system record. All must match.
3. If any discrepancies remain unresolved, escalate to the production supervisor or inventory manager before closing the procedure.
4. Sign off on the PM work order in ServiceGrid, noting the date, time, and any corrective actions taken (e.g., quarantined rolls, relabeled items).
5. Notify the production team that inventory is accurate and the storage area is ready for use.

Regulatory Disclaimer: This document is a generic maintenance template provided for educational and informational purposes only. It does not constitute professional engineering or reliability advice. The end-user assumes all liability for validating all step sequences, torque specs, and LOTO protocols against specific machinery OEM manuals before deployment to a live production floor.