Shipping

- Cabinet Inspection
- Parts Inspection Instruction Procedure

Cabinet Inspection

Purpose

To make sure all imperfection are caught and the cabinet, including any additional parts are properly wrapped and labeled for safe shipping

Part Identification

Image 1.jpg

1. Scan product identification label

> **Do not scan any labels unless you're going to finish the inspection**

Image 2.jpg

2. Using the part number on the label to verify the right part was scanned

Image 3.jpg

3. Click the "Product" icon located on the lower right side of the screen

> ***This step will print a finished product label to be applied to the part when inspection is completed***

Part Verification

Image 4.jpg

1. Click the "Green Clipboard" icon

> ***This will bring up a list of all the parts for the room on the left side of the screen***

Image 5.jpg

2. On the left side of the screen select the part your inspecting

> ***This will bring up the parts spec sheet***

Image 6.jpg

3. Use the spec sheet to verify measurements and any special instructions for the part. If there are any addons or shelves, make sure they are all accounted for

> ***If your not sure if all addons are accounted for, stop your process and ask your supervisor***

4. Measure the width, height, and depth of the part being inspected

5. Verify all special instructions are complete and correct.

Part Inspection

1. Inspect all finished surfaces for any imperfections

> ***If imperfections are found inform your supervisor before continuing***

2. Inspect all drawers, drawer banks, and drawer fronts for imperfections

> ***If imperfections are found inform your supervisor before continuing***

3. Inspect edge band for imperfections and remove any remaining glue left by the edge bander.

4. If the special instructions call out for fixed shelves, adjustable shelves, and/or addons make sure they are inspected for any imperfections as well.

> ***If imperfections are found inform your supervisor before continuing***

5. If tall adjustable shelves are needed for the cabinet, make sure they are wrapped separately according to the proper color and labeled correctly

Part Shipping Prep

Image 7.jpg

1. Use both cardboard and foam

Image 8.jpg

2. Cover all finished services that will be seen after installation

Image 9.jpg

3. Refer to the white board to verify color the part will be wrapped in

Image 10.jpg

4. Wrap part in coordinated color

Image 11.jpg

5. Scan finished label

> ***This will change the status of the part to wrapped***

Parts Inspection Instruction Procedure

Purpose

To Make sure all imperfections are caught and any additional steps are properly done before wrapping and labeled for safe shipping.

Part Identification

1. Go to production coach

Image 1.jpg

2. Type the job name or job number in the search bar located in the top left corner

Image 2.jpg

3. On the left side of the screen click on the room the part is for

Image 3.jpg

4. Click on the green clipboard located on the right side of the screen

Image 4.jpg

5. On the left side of the screen click on the part you are inspecting

6. Using the part number on the label to verify the right part was looked up

> **Often there are parts that are labeled incorrectly or not labeled. If you come across this, stop and get your supervisor, they will walk you through the additional steps**

Part Verification

Image 5.jpg

1. Use the spec sheet to verify measurements and any special instructions for the part. If there are any additional steps, make sure they are all accounted for

> ***If your not sure of all additional steps, stop your process and ask your supervisor***

2. Measure the width, height, and depth of the part being inspected

3. Verify all special instructions are complete and correct

Part Inspection

1. Inspect all finished surfaces for any imperfections

> ***If imperfections are found inform your supervisor or the department it was made in before continuing***

2. Inspect edge band for imperfections, including chips around the edge band and remove any remaining glue let by the edge bander

Image 6.jpg

3. When the inspection is complete go back to the main screen and click on the part that was inspected

4. Status check the part as "Checked" to ensure others that the part has been inspected

Image 7.jpg

5. Click the "Product" icon located on the lower right side of the screen

> ***This step will print a finished product label to be applied when inspection is completed***

Part Shipping Prep

Image 8.jpg

1. Wrap the part in foam

2. Use edge protectors on all finished edges or edges that are 1.5 inches or bigger

3. Check finished label and refer to the white board to verify color the part will be wrapped in

Image 9.jpg

4. Wrap part in coordinated color

5. Attach finished label to the part and place tape over the label to prevent it from falling off

6. Scan finished label

> ***This will change the status of the part to wrapped***