Leadtek Packaging Operation Standard

Leadtek electronic model: universal

Process name: Packaging **Document No.: WIB-LCM-GC-010** **Version: A1**

order	Material name	Auxiliary fixture and tool/equipment	Job content
1	Finished module Foam Double pit paper carton	Electronic scale	

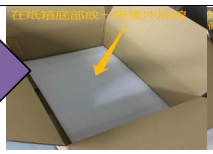
★ Precautions

1. Before sealing, it is necessary to confirm whether the products in each batch of pallet are majority or minority.
2. Neutral packaging: the label of the outer box shall not have any WY identification.
3. Pay attention to whether the carton is damaged.
4. Do not miss the adhesive tape. 5. The gloves and finger sleeves 2H should be replaced once. If they are dirty or damaged, they should be replaced in time.

Operating conditions

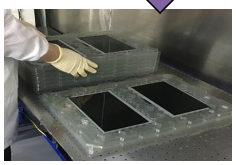
1. Wear an electrostatic bracelet.
2. Wear anti-static gloves.
3. Wear anti-static work clothes.

1. Sealing: Take a carton and seal it at the bottom first, and the sealing edges are at both sides and the middle.

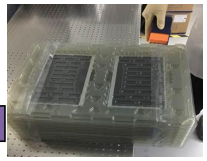


2. Put a piece of buffer cotton at the bottom of the carton, and fold two sheets of double pit paper on the inner side.

3. Place two pieces of buffer foam vertically on both sides of the narrow side



4、确认层数及实际数量，每批30片，共16层（空盘1个）。



5、吸塑盘缠胶带，防止吸塑盘散乱。左右各缠二圈胶带。

6. Cover with anti-static bag. After the opening is folded in half, the sealant is

7. Put the covered products into the sealed

8. After placing the upper layer of foam, start weighing and attach it to the middle

9. Seal the box, seal both sides and the middle, and then stick the outer box label. After