

Proper Palletizing Video Transcript: Approx 4 min in length.

Part 1: Hi, my name is John Herzig. Today I am going to take you through our training for how to identify a quality pallet and how to place the product on a pallet.

Pallets are our primary form of packaging and are critical to the safe and efficient movement of our product. Therefore, it is in our best interests to follow the instructions in this training.

The first thing to watch out for when selecting a pallet is that the nails should be flush with the board. Nails too deep can cause broken top boards. If the nails are sticking up, they can easily scratch the material we place on the pallet. Look out for large cracks in the top boards, and don't use them if it is obvious the pallet is compromised.

The next attribute to check for with a pallet are if the nails are missing the runner. Quality issues like this can cause the board to come loose and possibly damage the product. Don't use a pallet if the nails have missed the runner are not holding the top boards down correctly.

The third attribute is that the runners need to be free of large cracks or large knots. If the runner has a large crack or has a knot larger than your hand, do not use the pallet.

The final thing we need to look for is that the top boards need to be free of large cracks. Top boards should not be wavy, or look weathered, or be rotting. Wavy or broken top boards can lead to wavy or damaged product.

Part 2: Correct pallet size is critical to efficient shipping of our products. Too much under hang makes it difficult to band, require additional labor to repalletize, or can cause higher shipping costs.

All of this is money out of our pockets. Make every effort to have the ends of the product sit on a top board of the pallet. When the ends are not supported, the product can bend and can even be damaged from below by a forklift fork.

Make every effort to keep stack height below 30" from the top of the pallet. This will make it safer to transport and will fit into our warehouse racks. As always: make sure cardboard is on the bottom of every skid.

Clear materials must use a plywood topped pallet. Neatly stack product, and stretch wrap pallets with multiple parts before moving them.

Part 3: Supervisors will work with the packaging department to determine if this training was not followed and will return non-compliant pallets back to the operator to be re-palletized.

Also, the packaging department will be entering Non-conformances into the AX system to keep track of any issues we have.

Pallets and properly palletizing are critical to the safe and efficient movement of our product. And it is up to you to help keep our quality high.