Line leader instruction

As a line leader you are responsible (see job description) for one or more packaging lines and the employees. In consultation with the *(assistant) Head of Production* , you discuss the daily schedule regarding the orders to be made. This work instruction describes which tasks are performed by a *lineleader* must be executed.

1.0 Start of working day

1. Clock in at the PC, in *Workit* and starting the sorting line.
2. Switching on the lights, supply and discharge conveyors, starting up the flow pack machine, foil printer and sticker machine.
3. Carrying out the "work environment registration". (see I12.1 Start-up production line)
4. Check the planning in *Workit* to see which order you will start with.
5. Check whether the correct product (LvH) is on the line and whether it is the most suitable product.
6. Check whether the correct foil is on the flow pack machine, if the foil printer is set correctly and the sticker machine is equipped with the correct sticker and print. If not, get the right foil and stickers.
7. Check for yourself which pallet is needed and the packaging with sticker and/or print in the specification list and give this to the responsible employee of the inspection department.
8. Have a logistics employee bring the required packaging to the line and place the required crates/boxes at the picking table.
9. Explain to employees what the intention is (specifications, waste, green fruits, etc.) and what action needs to be introduced.
10. *the machine operator* and scraper what they have to do and what they need to pay extra attention to.
11. Once everyone has started working, check the packaging again and see whether the foil is not too big or too small and whether the sticker is placed correctly on the packaging.
12. Count the number of people on your lines and check the number in *Workit* and also check whether they have entered the correct work type.
13. Check the employees on the line whether they adhere to the hygiene rules.
14. Check the waste, weights in the packaging, loose tomatoes and standards.

2.0 Change of order and/or action:

1. Have a *logistics employee* bring the required packaging to the line and place the required crates/boxes at the picking table.
2. Get the necessary foil and stickers.
3. Explain to employees what the intention is (specifications, waste, green fruits, etc.) and what action needs to be introduced.
4. *the machine operator* and scraper what they have to do and what they need to pay extra attention to.
5. Once everyone has started working, check the packaging again and see whether the foil is not too big or too small and whether the sticker is placed correctly on the packaging.
6. Count the number of people on your lines and check the number in *Workit* and also check whether they have entered the correct work type.

3.0 During production

1. Check the standards and whether the weights are correct.
2. Always keep an eye on the empty crates to ensure that no crate is stuck.
3. Make sure you think ahead to keep your line running smoothly, so check the planning for your next order. Then you can prepare the line in time.
4. Keep an eye on the box on the picking table, if it is full every time then something is wrong and it needs to be resolved. Make sure that your *machine operator* and scraper also pay attention to this and respond (so you have to teach them that). These people must also be taught what to look out for, such as promotional stickers or packaging methods, properly explain what the intention is and also check whether they understand and implement it.
5. Putting away the foil and stickers from the previous assignment in the right place.

6. Work well with your colleague *line leaders* , you can help each other if necessary.
7. Make sure that your people (and *machine operator*) are properly instructed in the use of the machines.

4.0 End of working day
1. At the end of the working day, cleaning the floor, tables, flow pack machine, sticker machine, picking table.
2. Check whether the correct foil is on the flow pack machine, if the foil printer is set correctly and the sticker machine is provided with the correct sticker and print for the next shift.
3. Carrying out the "work environment registration". (see I12.1 Start-up production line)

5.0 Employees and standards
It is very important to teach people something well straight away. Standards are very important in our work, so we have to pay close attention to them. If people do not listen or understand it, report it to the *(ass .) Head of production* . If people do not reach their standard quickly enough but are trying very hard, give them a little more time. If it really doesn't work then stop. Attention should be paid to people who do not meet the standard, so do not just say that they have to go faster. Look at their way of working to see if this is as told/explained. Always ensure there are sufficient *machine operators* and pickers who know what to do.

6.0 product and quality
Pay close attention to the quality and comments of the entry inspection. If the product is not good, instruct people carefully what can and cannot be packed.

7.0 Work Orders
Work orders are very important. Everything must be checked carefully and completed correctly. Check for quantities/pallets/correct product. Execute all work orders to customer specification.

8.0 Cleaning and safety
1. During breaks and at the end of the working day, cleaning the floor, tables, flow pack machine, sticker machine, picking table. Ensure a safe workplace at all times.
2. During the working day we must ensure that there are no tomatoes on the ground. Besides the fact that tomatoes do not belong on the ground, there is also the possibility that someone could slip on a tomato.
3. As a band leader you are required to wear safety shoes.

I have read and understood these instructions and will perform my duties in accordance with these instructions,

Date: Greenpack employee number:

Name: Signature: