

Packing-Station Layout & 1-Page Packing Instruction

Fill in 7 steps, Part A → B → C, start at the top

VERSANDWISSEN
PACKING PROCESS & STANDARDS

PART A Set up the packing station

1 MEASURE THE TABLE & MARK THE ZONES

TABLE WIDTH (CM)

TABLE DEPTH (CM)

ZONE 4 – BOX STAGING AREA

ZONE 4 – PICKUP ZONE
MARKING

ZONE 1 Intake The next shipment. Never a stack.	ZONE 3 Tool rail Cutter, pen, printer. Fixed in place.
ZONE 2 Packing center Box, tape, void fill. Reach -60 cm.	ZONE 4 Ready to ship Labeled box, ready for pickup.

2 ASSIGN MATERIALS TO ZONE 2

MATERIAL 1

MATERIAL 2

MATERIAL 3

VOID FILL 1

VOID FILL 2

TAPE

3 FIX TOOLS IN ZONE 3

CUTTER (POSITION)

PEN (POSITION)

LABEL PRINTER (POSITION)

PART B Write the packing instruction

SHIPMENT TYPE (DRIVES THE ENTIRE INSTRUCTION)

4 DEFINE THE MATERIAL LIST

Box

Label

Void fill

Inserts

Tape

5 DEFINE PACKING STEPS (MAX. 7)

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____

6 MANDATORY CHECKS BEFORE SEALING

- | | |
|--|--|
| <input type="checkbox"/> Contents complete per order | <input type="checkbox"/> Inserts added (delivery note, return label) |
| <input type="checkbox"/> Void fill top and bottom, no empty spaces | <input type="checkbox"/> Label readable and correctly placed |
| | <input type="checkbox"/> Box dry, clean and undamaged |

PART C Test pack & approval

7 PACK 5 SHIPMENTS, TIME THEM, CHECK THE SPREAD

SHIPMENT 1 (SEC.)

SHIPMENT 2 (SEC.)

SHIPMENT 3 (SEC.)

SHIPMENT 4 (SEC.)

SHIPMENT 5 (SEC.)

FASTEST (SEC.)

SLOWEST (SEC.)

SPREAD (%)

PASSED (< 30 %)?

Spread = (Slowest - Fastest) ÷ Fastest × 100. Above 30 % = sharpen the instruction.

CREATED ON

VERSION

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SHIFT LEAD