

## Work Instruction

### Material Prep for Jobs

#### TITLE

**Document No.** WI-100-01

**Date Effective** MMM DD, YYYY

Position:

Shipping/Receiving Clerk:

Approval:

Steps	Key Elements/Reasons
1. The Shipping/ Receiving Clerk (S/R-C) will review the next business day's job schedule and note what jobs are scheduled to start.	Timely prep so operators are not idle waiting on material.
2. The S/R-C will review the job's material requirements and note types of quantities.	Make sure the right materials and quantities are staged.
3. The S/R-C will pull the material and place it in a staging location. - Note the number of the location on the Router and place a copy of the Router with the material.	Make sure the job material location is clearly identified.
4. The S/R-C will note the material location on the Job Board.	Make sure the operators know where to get the material.
5. The S/R-C will repeat steps 2 thru 4 for each job that is scheduled to start the next business day.	

#### FLOW MAP OR PICTURE

