

# Standard Operating Procedure

TITLE

**Procedure #** XX-YYY-ZZ

**Date Effective** MMM DD, YYYY

**Revision #** 00

## 1. Purpose

**1.1** This document describes the process for managing jobs through the shop floor.

## 2. Scope

**2.1** The process starts with receipt of an order and ends when the job is packaged and ready for pickup and delivery.

## 3. References/Forms

**3.1** Work Instruction WI-100-01

**3.2** Work Instruction WI-100-02

**3.3** Work Instruction WI-200-01

## 4. Definitions

**4.1** Materials/Purchasing Manager; person(s) in charge of tracking materials on-hand and ordering materials as required.

**4.2** Operator; person(s) responsible for performing the necessary production operations and managing material/WIP flow through the system.

**4.3** Router; a Router or Traveler is the document used to describe each step, including quality checks, as well as setting the order for each operation.

**4.4** Scheduling Board; a job tracking board that is managed by the Scheduler and informs Operators on job status.

**4.5** Shipping/Receiving Clerk; person(s) in charge of receiving in and distributing materials as well as preparing product for shipment.

**4.6** WIP; Work in Process is material flow to and from each operation per the Router.

## 5. Procedure

**5.1** The Materials/Purchasing Manager will review each customer order to make sure that the necessary materials are on hand.

**5.1.1** If the material is on-hand, the Materials/Purchasing Manager will allocate it to the job.

**5.1.2** If the material is not on-hand, the Material/Purchasing Manager will order the necessary materials, making sure that they will arrive by the job start date.

**5.2** The Shipping/Receiving Clerk will stage the material for each job by their start date.

**5.2.1** The Shipping/Receiving Clerk will clearly identify the material with its job number.

**5.3** The Scheduler will post a weekly schedule of job start dates and due dates.

**5.4** Each Operator will pull jobs from their assignment queue and complete per the Router instructions.

**5.4.1** When an operation is complete, the Operator will document their quality check information and place in the queue for the next operation.

**5.4.2** Upon completion of the last operation, the Operator will stage the finished product in the Shipping area and place the Router in the Shipping queue.

**5.4.3** The Operator will note that the job is complete on the Scheduling Board.

**5.5** The Shipping/Receiving Clerk will package the product per the Router instructions and schedule the appropriate transport for pickup.

**5.5.1** Completed Routers are turned in the Scheduler for processing.

## **6. Flowchart**

Enter a flow map representation of the process if appropriate.

## **7. Training**

**7.1** Persons with assigned tasks per this procedure shall have documented training

## **8. Revision History**

Revision Level	Description	Author	Date Effective

9. Signature and Approval of Reviewers

Written by:	_____	_____
	[Insert author’s department here]	Date
	_____	_____
	[Insert authorizer’s title here]	Date



**Appendix A**  
**[title]**

