





SOP Reference #: MFG001

Operation/Task:	Visual Production Flow Indicator			Equipment:	Colored Hats
Owner:	Production Managers	Date Created:	1/29/18	Department:	Press, Finishing, Mailing Services, Distribution & Shipping
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction describes the process of utilizing colored hat visuals to aid in timely product movement between buildings.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		<b>Department lead or current staff working with the product:</b> Determine if a colored hat needs to be placed on finished product skid.	Review the ticket and if the next task is located in a <b>different building</b> then your location and you are not taking the product directly to shipping, <b>refer to the definitions below</b> to identify the colored hat(s) to use, retrieve the correct color from the hat storage location and place it on the first pallet.	This indicates to employee who will be moving the product that it needs to be sent to another building for the next step.
2		<b>Leads, Material Handler, Shipping or Receiving:</b> Continually scan the production floor for colored hats and determine if product is ready to move	Review the ticket to understand destination needs and next process.  <b>Important Note:</b> if product is in the Sheetfed Press output staging area, check with pressman or pressroom manager to verify product is dry and ready for movement.	To move the product, you need to know where it needs to be sent.  When product is printed on the sheet fed presses, it may need a specific amount of time to dry before it is handled. Press operators and manager have the best knowledge of this.
3		Move product to shipping area and prepare it for shipment.	Red hats are to remain on the first skid until they reach the other building.  Move other colored hats from the load you are moving to the next skid. Once all skids are moved, you can return the hat to the hat storage location.  Refer to shipping SOP	Employees in other buildings need to be aware that the job must be expedited.  If you are interrupted and there is a need for you to stop moving that job, there is still an identifier on the remaining product of where it will be going in case another co-worker continues with the task.
4		Return hats to hat storage location after product movement	St Paul – located by 640 press outside of production manager's office Brooklyn Park Build A – between 629 & 640 on continuity cabinet Brooklyn Park Build B – currently not needed	So they can be used for other jobs

Notes:

**Color Definitions:**

Red = Hot jobs – use when the job needs to be expedited to meet a deadline. **Note:** this hat color is to be used in conjunction with the hat colors below.  
Yellow = use when product needs to be delivered to Building A in Brooklyn Park for the next manufacturing task.  
Purple – use when product needs to be delivered to Building B in Brooklyn Park for the next manufacturing task.  
Green – use when product needs to be delivered to St Paul for the next manufacturing task.  
Orange – use when product needs to be sent somewhere outside of ENPOINTE to have worked done on it for the next manufacturing task. (ie: outside services)

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Dave McDermond	2/18
Rev 2	Update to current SOP format; branding updates: company name, arial font; grammar updates; Manager review – no changes	Kevin Washington	5/21

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Rev. Date 4/20