







Operation/Task:	Kitting			Equipment:	N/A
Owner:	Distribution Manager	Date Created:	4/9/2015	Department:	Distribution
		Revision History:	See last page		

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

Purpose: This SOP/work instruction documents procedures to assemble projects according to customer specifications.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Job Ticket Review If job ticket indicates PHI or SPII, follow SOP-QS001 in conjunction with this SOP.	<p>The [Planner] will Identify all parts necessary to begin the assembly according to job ticket instructions.</p> <p>The [Planner] create a sample kit for approval by Sales, [Client Services] or Distribution Manager. An approval sticker (DIST039) is affixed to the sample.</p> <p>The [Lead] will Decide on the appropriate work-flow to complete the project with the highest possible quality and in the most efficient manner.</p> <p>The [Lead] will assign a [captain] to oversee the project.</p> <p>The [Lead/Planner] will establish quality control inspection criteria for the project.</p>	<p>This step provides a visual representation of the finished product for reference.</p> <p>This can vary based on complexity of project.</p>
2		Samples	<p>The [Lead] will check shipping section of ticket for number of requested samples.</p> <p>Inspected marked samples ensuring folds are not off, cuts, perfs, and scores are clean. There are no unwanted blemishes or other issues with the finished piece.</p> <p>If a quality concern is found, contact Department Manager or Lead. Determination of quality is made per non-conforming product SOP (QS-002).</p> <p>Production samples are placed into the job ticket Sales samples are placed in bins or envelopes by account executive.</p> <p>Unless otherwise specified on the job ticket, customer requested samples will be packaged as follows:</p> <p>Shrink wrapped, placed in appropriate sized, white [shipping box] or [mailing envelope]</p> <p>Packing dunnage as necessary to prevent handling damage.</p> <p>Use clear 2" tape as needed</p>	Samples MUST represent the best of the best for our customers.

3		Project Work	<p>The [Captain] will:</p> <p>Stage all materials near work area.</p> <p>Fill work tables with material according to the work-flow plan.</p> <p>Assign labor</p> <p>Provide on the job training as necessary</p> <p>Monitor run rates</p> <p>Box or otherwise prepare finished material for mailing or shipping</p> <p>Affix labels if specified in the Job Ticket.</p> <p>IMPORTANT: If the job contains multiple part number/item codes, a Second Set of Eyes (SSOE) is to be performed to insure proper labeling of the cartons.</p> <p>Forward finished material to the next process</p>	A run rate sheet is completed hourly to ensure we are meeting estimated hours for project.
4	<input checked="" type="checkbox"/>	Quality Assurance Process	<p>The [Lead/Captain] will:</p> <p>Provide Quality Inspection as necessary, based on complexity of the job and competency of the labor in order to insure error free finished material.</p> <p>Rework projects will require elevated quality control. Inspection plans to ensure 100% product conformity.</p> <p>Affix a Load Tag (FIN005) to the finished load if it is shipping or (FIN012) if moving to an internal process. This constitutes final inspection and release of the material for the next process.</p> <p>Do a second set of eyes process for jobs with multiple part numbers</p>	
5		Completing the Project(s)	<p>The [Lead/Captain] will:</p> <p>Complete Time Cards – check for accuracy of job # and activity.</p> <p>Complete Inventory Usage tag on job ticket pouch. (form 158-1023)</p> <p>Ensure 10 Day Hold Form (DIST052) has been completed and turned in to Distribution [CSR] office.</p> <p>Clean up the area. Sweep and put away all tools (tapers, scales, collating racks, etc...)</p>	

Notes:

If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

Dunnage – void fill, paper, bubble wrap, air pouches

Distribution CSR's – Distribution Customer Service Representatives

Revision History	Description of Changes	Requested by	Date
Rev 1	Rework – quality assurance inspection	Rob Koosmann	3/10/15
Rev 2	Updated to current SOP format; changed GLS to ENPOINTE if present; changed font to Arial; manager reviewed for changes – none made.	Rob Koosmann	3/21
Rev 3	Updated to include a SSOE process when jobs with multiple part/items are being boxed.	Rob Koosmann	6/21

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Rev. Date 4/20