








Operation/Task:	Hand Assemble			Equipment:	Handwork
Owner:	Mailing Services Manager	Date Created:	12/10/14	Department:	Mailing Services
		Revision History:	See last page		

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

Purpose: This SOP/work instruction documents procedures for handwork operations.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Review the Job Ticket for job instructions. No job shall be set-up and run without supervisor approval.		
2		Set up the work area for the operations required on the Job Ticket.	<ul style="list-style-type: none"> • All material brought to the area of production must be verified as being correct for that job and the correct codes/versions for that Pkg. • Every box of material that is opened must be verified as correct. • Each person must lay out their work area & verify all components are correct according the job instructions and insert sample (if provided). • Compare codes/descriptions to each piece of material. • Lay out material in order of assemble. 	<p>To ensure the correct material is being introduced to the set up.</p> <p>To ensure the order of components are assemble in the desired sequence.</p>
3		Obtain 2nd set of eyes approval.	"See procedures for sign off"	To catch any possible errors introduced by the operator.

4	◆☑	Assemble OPERATION:	<ul style="list-style-type: none"> Hand work lead must perform a time study to ascertain how many units per hour are attainable. <ul style="list-style-type: none"> o Clock assemble time for one minute, multiple result by 60 to obtain units per hour. Units per hour must be compared to the estimated time for completion. All completed units must be inspected before boxing/traying/sacking. The lead must monitor each workers production to ensure both quality and units per hour are met. All finished units must be fanned through and checked for missing postage, no address label, address not showing through window, non-sealed flaps, etc. Each time more material is gathered for the job you are producing, you must have you supervisor ok each item you have brought to your production area. **Your original “ok” is not good for the whole day if you have altered what was is at your production area when the job was ok’d. 	<ul style="list-style-type: none"> Units per hour based on time study are compared to estimate to ensure estimated cost can be met and so each worker knows the minimum units per hour that must be met. If the time study yields a result that is less units per hour then the estimate, then the lead must e-mail the lead estimator and cc Dept. Mgr. stating the reason for the negative discrepancy; i.e. tight fit, unwrapping of supplied components, etc. Miss-metered, no label, no address showing causes returned mail and non-delivery.
---	----	----------------------------	---	--

Notes:

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

Definitions: Unit = one finished piece ready for mail or delivery to inventory or client.

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Lasher	12/10/14
Rev 2	Added Revision History table	Steve Lasher	8/1/16
Rev 3	Converted layout of form to be consistent with GLS standard SOPs	Kathy Osterberg	10/17
Rev 4	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial; reviewed by Lead – no changes	Andy Jones	3/21

CI035

Rev. Date 4/20