





Operation/Task:	Signoffs, Samples, Foreign & Seeds			Equipment:	All
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 signoffs, samples, foreign and seeds.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Sign-offs	<p>Inkjet</p> <ul style="list-style-type: none"> Read ticket carefully. Complete forms MAIL008 and MAIL041 and bring to your Lead/Supervisor/Manager for approval. This must be done when switching versions, starting your shift of taking over from another operator. Never run without approval and never approve your own work. <p>Laser</p> <ul style="list-style-type: none"> Read ticket carefully. Complete forms MAIL007 and MAIL041 and bring to your Lead/Supervisor/Manager for approval. This must be done when switching versions, starting your shift of taking over from another operator. Never run without approval and never approve your own work. <p>Inserting</p> <ul style="list-style-type: none"> Read ticket carefully. Complete form MAIL040 and bring to your Lead/Supervisor/Manager for approval. Sign off must have all pieces in the envelope for insert order verification. This must be done when switching versions, starting your shift of taking over from another operator. Never run without approval and never approve your own work. 	To make sure all data prints on the mailing piece

2		Samples	<ul style="list-style-type: none"> Set up address block as per instructions. Bring to Supervisor to OK before you run the samples. Fill out sample sheet (SAMPLES FORM) and put with samples. If the samples need to go out before the live job, then do samples first and bring to Supervisor. Mark the ticket after you have done the samples. 	Samples are to be treated with extra care and have the best quality as they will directly be sent to the customer
3		Foreign	<ul style="list-style-type: none"> All Foreign records must be clearly marked with <u>Non-USA</u> form. 	Foreign addresses must be mailed separately so they need to be identified clearly
4		Seeds	<ul style="list-style-type: none"> Dump(s) of seeds attached to appropriate procedure check list(s) to check against live seeds. Fill out Seeds sheet (SEED FORM) and put with seeds. Make sure seeds are clearly marked. Mark the ticket after you have done the seeds. 	Typically seeds are employees of our customers and we want to make sure that they are the best quality and are included in the mailing

Notes:

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

The Orange inspection and approval label (MAIL040 or MAIL041) must be affixed directly to an item that is being inspected and approved.

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	14/17
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
Rev 5	Update instruction in step 1 to break out different kinds of sign-off	Elizabeth McMullen	12/2/4