






Operation/Task:	Release of product			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 the release of product to the next step

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Release product to next step	Complete the appropriate department load tag and attach to the product	The attachment of a department load tag to a load of product indicates the following: <ul style="list-style-type: none"> Product has passed the required inspections. Product conforms to customer specifications. Product is ready for release to next operation.
2		Transfer product to next step	Refer to the ticket to determine where the product should go and take it there	So the next step can be performed as soon as possible to meet deadlines

Notes:

Authorization: Production operators or their designees have been given the responsibility to release product to the next production operation, release to customer or to mail entry for delivery to the USPS.

Definitions:

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
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Rev. Date 4/20