





SOP Reference #: QS019

Operation/Task:	Central Pack. Phillips Molex Press Sheet Requirement			Equipment:	NA
Owner:	Quality Manager	Date Created:	11/2022	Department:	Quality Systems

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

Purpose: This SOP/work instruction describes the process of tracking supplied stock usage for Central Package and Display

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Customer Central Package and Display requires tracking information when using supplied stock on Phillips/Molex press sheets. Pallet labels must be retained for all stock used on any press run for Philips/Molex press sheets.	When supplied stock is unwrapped and loaded into the printing press, the press feeder will remove the pallet labels from each pallet of paper as it is used on the print job.	Customer requirement
2		Retain only those skid labels that are used for the specific job being run.	The press feeder will carefully remove skid tags as they are unwrapped, making sure they remain legible and clean. Collect all skid tags that had stock used on the specific job being run.	To match the exact stock used with the printed lot.
3		Upon completion of run, deliver all retained skid tags to the Quality Manager or designated personnel.	Press feeder or operator will cClip all tags for the job together and indicate ENPOINTE job number on front of stack. Deliver to Quality Managers office.	To prepare for delivery to customer.
4		Scan skid tags	Quality managers office will scan tags and forward an email with the scan attached to the customer representative and CSR. The job number will appear in the email subject line.	Convert the information to an electronic version

5		Forward email to customer	Sales representative will forward email with skid tags attached, along with a packing list and bill of lading to designated customer contact.	To fulfill customer requirement
---	--	---------------------------	---	---------------------------------

Notes: This instruction is specific to customer Central Package and Display and is required only for their customer Phillips/Molex. Supplied stock used for this customer may come from multiple sources.

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 0	First posting to intranet	Dean Milinkovich	12/22