




ACTION	LOCATION	FIGURES
1 Remove metal safety block that secures carriage platform in place.	Platform <i>Graphs make material clear & concise.</i>	<i>Photos illustrate steps.</i> 
2 Check area for cases to add to next production run. Fill out a transaction ticket.	Production Area	
3 Pull all RED EMERGENCY STOP buttons, located in the following places:	<ul style="list-style-type: none"> Control panel (Fig. 1) Either side of hoist ram (Fig. 2) Conveyor controls (Fig. 3) 	
4 At wrapper control panel, press BLACK RESET button and GREEN START/STOP button.	Wrapper Control Panel	Fig. 2, Hoist Ram
5 At touch screen, perform the following steps: Turn CONTROL POWER key to START position and hold for approximately five seconds, until machine stops beeping. At Safety Eye Blocked Screen , select MESSAGE RESET .	Touch Screen <i>NEWG interviews your Subject Matter Experts and compiles the information. We create what you need – manuals, training materials, or these 11x17" job aids to hang at workstations.</i>	Fig. 2, Hoist Ram

Sample Only. Not for use in actual manufacturing situation.

Reference Number: RR1-12

Manager: _____
 Approval Date: _____
 Revision: 1

SOP Job Aids – For use at work stations.
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Task: LINE 12 START-UP

Responsibility: PACKAGING TECH

SAFETY INSTRUCTIONS

- Familiarize yourself with Good Manufacturing Practices (GMPs) for area.
- Consult Materials Safety Data Sheet (MSDS), as needed, for cleaning agents and lubricants used.

NEWG creates documents to comply with safety regulations.

REQUIRED TOOLS AND EQUIPMENT

- | | |
|---|---|
| Personal Protective Equipment: | Items for GMP Compliance |
| <ul style="list-style-type: none"> Safety Glasses Ear Plugs Safety Shoes/Boots | <ul style="list-style-type: none"> Hair Restraint Beard Restraint, if necessary |
| Materials and Tools for Workstation: | |
| <ul style="list-style-type: none"> Mop | |

DAILY HOUSEKEEPING INSTRUCTIONS

1	Wipe down conveyor between the cooling tunnel and the pack bench.
2	Wipe down the pack bench.
3	Organize the pack materials on and around the pack bench.
4	Assist with mopping the floor in the pack cell.

A well-written document will satisfy your corporate and department goals and allow employees to access information easily.

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