

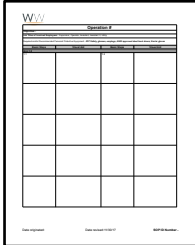
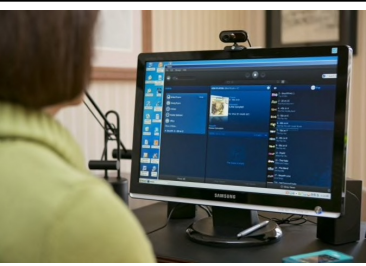


Operation: Building an SOP

Objective - Build an SOP

Job Titles of Involved Employees -

Required and/or Recommended Personal Protective Equipment - **PPE as requires in production area**

Basic Steps	Visual Aid	Basic Steps	Visual Aid
Aim 1.0			
1.1 Download Excel template from AICC course on Standardized Work or at workingwell.bz		1.2 Define the process perimeter. Mark floor to show area where the SOP applies.	
1.3 Divide area/process into manageable sections as needed. For example a corrugator would be divided into at least two sections (wet end and dry end)		1.4 Prioritize development of SOP, one point lessons, checklists etc by use of loss codes. Most begin with housekeeping and crew maintenance.	
1.5 After working with some crew members to draft the SOP meet with those who work in the area to review the draft.		1.6 Take pictures or capture screens to provide visual aids for each step of the SOP. Be sure to capture machine controls and annotate with arrows etc as needed.	
1.7 Review the completed SOP with those who work in the area as well as their supervisors and suppliers.		1.8 Train all workers in the area on the SOP. At the completion of the training all should sign a copy to be retained in training files.	
1.9 Post the SOP online or in the area and be sure all know how to access it for review, training, and audits.		1.10 Audit Regularly. Download template during AICC Standardized Work course or from workingwell.bz	