

Manufacturing Workflow

Date Created	29/01/2014	Version	4
Created by	Carl Fothergill	Review Date	04/02/19
Department	Manufacturing	Reviewed By:	E. Logan
Reason for review	Biannual review	Next review:	Jan 2021

Scope and Purpose:

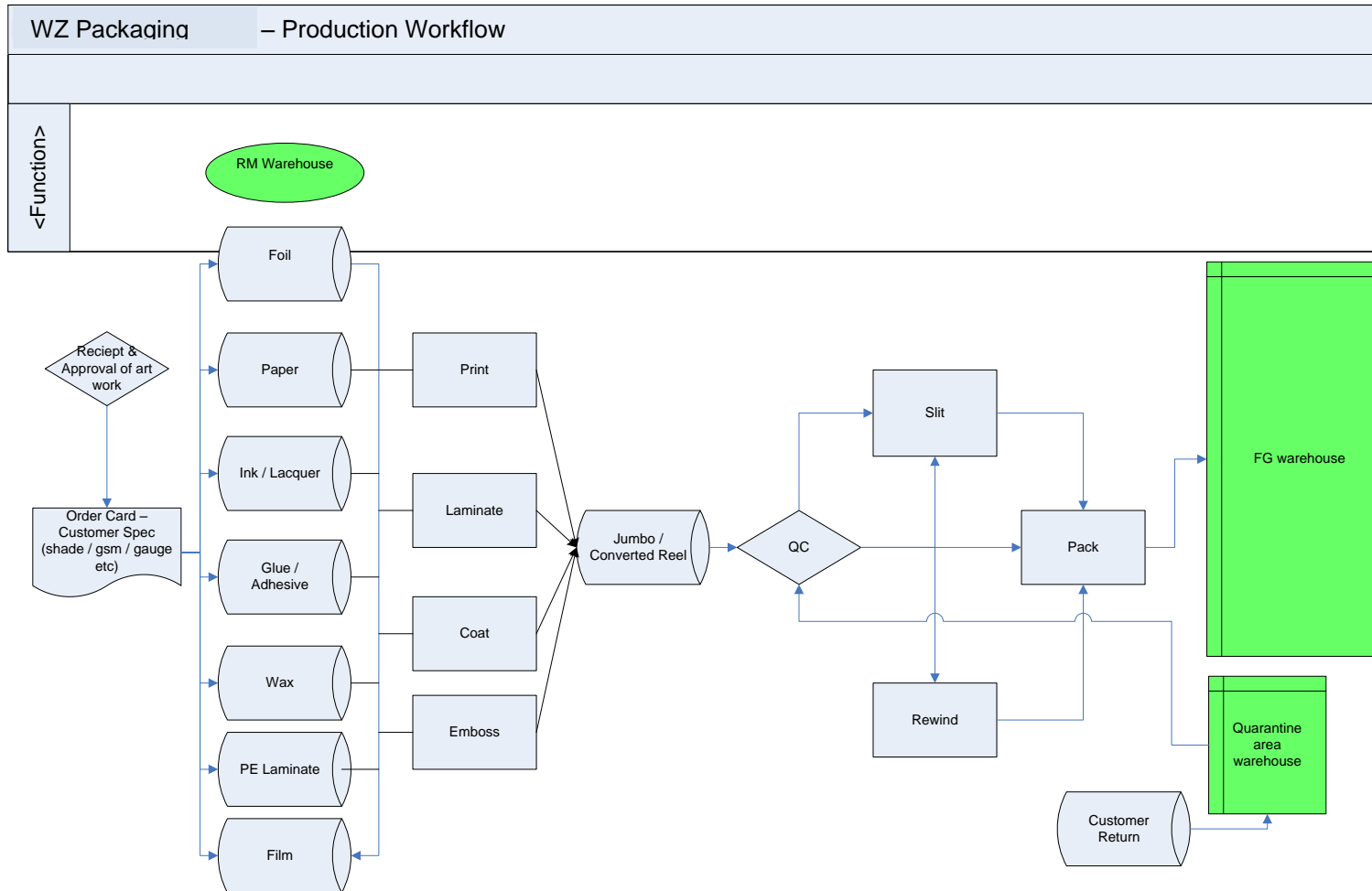
Demonstrate overview of Manufacturing Process and work flow.
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Key Responsibilities:

Operations Manager is responsible for the implementation of this procedure.

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Resources Required

- **Personnel**
 - Appropriate Skills for each process (Skills TNA)
- **Machinery**
 - Applicable machinery – determined by specification requirements, order load and available personnel.
- **IT**
 - SRS
 - W:\Converted\Rejects\Internal Rejects.xlsx
 - W:\Converted\Production Specs
 - Excel – Visual Plan.
 - G:\Packers - Order Cards
- **Paperwork**
 - Order Card
 - COD Folder
 - PTS Sheet
 - Converting Waste Report Sheet
 - Reject Note (if applicable)
 - Reel Identification Process Sheet
 - Production Schedule – Visual Plan.
 - Batch Card
 - Applicable SSOW
 - Skills TNA

Outputs

- Finished Goods
- Waste
- WIP (Overmake)

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