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| **STANDARD OPERATING PROCEDURE**  **FOR PRODUCTION** |

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| Date: 30-12-2019 | |  |
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| Date: 30-12-2019 | |  |
| **Approval** | | | |
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## Purpose

To produce finished product as per market requirement

## Scope

This procedure is applicable to all the production staff

## Responsible

Assistant Manager (Production)

## Procedure

1. Sale order is received in SAP from sales person.
2. Production plan is made according to SOs at hand and is shared to store department after approval of GM.
3. Production order is generated in SAP.
4. Store copy is sent to store. Materials is issued from store and receiving signed.
5. Materials are weighed as per production order and mixed.
6. If so required, material is heated in heating vessel before mixing.
7. If required, material is grinded on bead mill according to work instruction of bead mill.
8. QC sample is sent to QC lab with proper tagging.
9. If OK, the batch is sent for filtration and packing.
10. If not OK, instructions are received from QC lab for rework and steps repeated from step # 7.
11. If the material is rejected by QC, it is stored in “rejected material” section after proper tagging for further rework.
12. After approval, the batch is filtered according to work instruction of filter machine.
13. After filtration, material is packed in cans and dispatched quantity is noted.
14. Finished can is labeled accordingly.
15. Finished cans are handed over to store and PDN is generated in SAP.

## Associated Documents and Records

Weekly production plan

WI of following:

* Mixer
* Bead mill
* Filter machine
* Weighing Scale
* Heating vessel

**AMENDMENT HISTORY**

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| **REV. #** | **DCR#** | **SECTION** | **AMENDED TEXT** |
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\* All changes made in the document are notified in the Amendment History Table.