	SOP Te	mplate		
Company Name	Process Name	Date Created	Revision Number	
One Touch Automation	Execute Equipment Delivery	6/6/24	1	
	Process Frequency (Daily/We	ekly/Monthly/Project Bas	sed)	
	Project	Based		
	Process D			
	Equipment De	livery Process		
			e the inputs?	
Name	Department or Function		nts, SOW, Approval, Labor, Software, Etc.	
	PM		rk Order	
	Warehouse Manager			
	Field Techs			
	1000			
	What are the se	quential steps?	1 140 1 5 117 5	
Step Description			Who is Responsible?	
PM Verifies all items to be delivered are in "Staging" in Tracknicity PM Notifies Warehouse of all items that are ready to be delivered			PM PM	
Warehouse prepares Job Box for Field Techs to Grab			Field Manager	
Field Tech Reviews their Work Order for the Day and inspects Job Box			Field Tech	
Field Tech Scans each piece of equipment using Tracknicity and moves items from Staging to Delivered			Field Tech	
Product is loaded in Van			Field Tech	
Product is brought to site and carried to install locations			Field Tech	
What a	re the outputs [Defined Stand	ards of Completion or De	eliverables]	
tems are moved in Tracknicity f				
	ored in secure location to avoid being r	misplaced		
	Who does the proce	ss transfer to next?		
Name	Department	or Function	Milestone	
	Field	Tech	Installation of products	
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