	SOP Tem	plate		
Company Name	Process Name	Date Created	Revision Number	
One Touch Automation	Manage Return of Unused Products	6/6/24	1	
	Process Frequency (Daily/Week	ly/Monthly/Project Base	d)	
	Project B	ased		
	Process Des	cription		
	How to properly return pr	oducts from jobsites		
		e the inputs?		
Name	Department or Function	Documents, SOW, App	nts, SOW, Approval, Labor, Software, Etc.	
	Field Tech	Final Q	Final QC Checklist	
	PM			
	Warehouse			
	+			
	What are the sequ	ential steps?		
Step Description			Who is Responsible?	
Inused Product is loaded in Van from Project Site			Field Tech	
Product is put on "Return Shelf" in Warehouse within 24 hours of leaving jobsite			Field Tech	
Product is labelled with White Label Sticker and Sharpie with Clients last name			Field Tech	
Send slack message to Melissa with photo of returned items/boxes in the client slack channel			Field Tech	
Varehouse Manager Notifies PM of any returned Product			Warehouse Manager	
needed, PM creates CO in D-Tools project to account for items			Project Manager	
Melissa will update project excel spreadsheet to account for change in items			Warehouse Manager	
Varehouse Manager Puts back into Inventory both Physically and in Tracknicity			Warehouse Manager	
\A/hat	are the outputs [Defined Standard	ds of Completion or Poli	vorahlosi	
	<u> </u>	<u> </u>	-	
· · · · · · · · · · · · · · · · · · ·	is accounted for in CO (internal or external)	and product is placed back in s	Stock(physically and tracknicity)	
nis nappens within 1 Business	B Day of product being brought back			
	Who does the process	transfer to next?		
Name		Department or Function Milestone		
	PM		Project Status Update	
			•	
		l		