

SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Execute Equipment Delivery	6/6/24	1

Process Frequency (Daily/Weekly/Monthly/Project Based)

Project Based

Process Description

Equipment Delivery Process

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
	PM	Work Order
	Warehouse Manager	
	Field Techs	

What are the sequential steps?

[illegible]

What are the outputs [Defined Standards of Completion or Deliverables]

Items are moved in Tracknicity from "Staged" to "Delivered"
Items are brought to job site, stored in secure location to avoid being misplaced

Who does the process transfer to next?

Name	Department or Function	Milestone
	Field Tech	Installation of products