

SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Manage Return of Unused Products	6/6/24	1

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

Project Based

Process Description

How to properly return products from jobsites

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
	Field Tech	Final QC Checklist
	PM	
	Warehouse	

What are the sequential steps?

[illegible]

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

All product not used on project is accounted for in CO (internal or external) and product is placed back in stock(physically and tracknicity)

This happens within 1 Business Day of product being brought back

Who does the process transfer to next?

Name	Department or Function	Milestone
	PM	Project Status Update