

## 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 |
|      |                        |                          |
|      |                        |                          |
|      |                        |                          |