

**1. System (Production)**

Pick up the system at designated area

2. Quality Check (Quality Control)

Perform the Quality Check, following the steps in the [Quality Check](#) document.

3. Passed? (Quality Control)

If ok, proceed to upload pictures

If NOK we have to identify in which assembly step the error occurred, call the operator responsible for the error and arrange and fill in a non-conformity

4. Upload Pictures (Quality Control)

Create a folder with the system serial number.

In this folder, place all the material collected from the quality check document and upload it to the [Quality Check](#) folder

5. Finish Operations (Quality Control/Logistics Team)

Ask the logistics team for the correct top and front cover.

Place all the necessary screws, giving a torque of 5 Newtons. Place the necessary integrity seals.

Identify which logo needs to be applied and apply it.

Place the vinyl identifying that the batteries are disconnected

Take a photo of the Lock numbers.

Place the photo inside the folder you created with the system's serial number, Open [MyAddvolt](#), look for the system and in the notes write the lock numbers there

Creation Date:
02/09/2024

Revision Date:
02/09/2024

Macro Process: 08 - Operations - Production
Process: 08 1 - Production
Procedure: P 08 1 60 - Double Check/Finish Operations

Creator:
F.Aguia

Approver:
M.Sousa