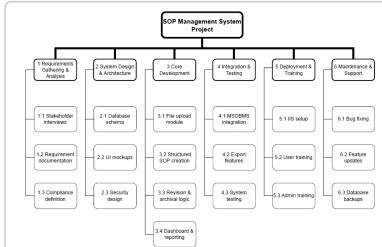


 VALUE INTEGRATOR	PRODUCTION WORK INSTRUCTIONS	SOP No: TSOP3
	Pin Pallets	Rev: 01
		Date: 10 OCT 2025

No.	INSTRUCTIONS	VISUALS	KEY POINTS / CONTACTS
1.	Production gets list of drop off(s) required by the customer (dispatch)	 <pre> graph TD A[SOP Management System Project] --> B[Requirements Gathering & Analysis] A --> C[Design & Architecture] A --> D[Core Development] A --> E[Integration & Testing] A --> F[Deployment & Training] A --> G[Maintenance & Support] B --> B1[Stakeholder interviews] B --> B2[Requirement documentation] B --> B3[Compliance definition] C --> C1[Database schema] C --> C2[UI Mockups] C --> C3[Security design] D --> D1[Frontend module] D --> D2[Backend module] D --> D3[Revision & archive logs] D --> D4[Dashboard & reporting] E --> E1[Deployment integration] E --> E2[User Roles] E --> E3[System testing] E --> E4[Admin training] F --> F1[ERS setup] F --> F2[User training] F --> F3[Feature updates] F --> F4[Database backups] G --> G1[Bug fixing] G --> G2[Feature updates] G --> G3[Database backups] </pre>	<p>+ ENSURE PERSONNAL PROTECTIVE EQUIPMENT (PPE) IS WORN:-</p> <ul style="list-style-type: none"> 1. HARD HAT 2. STEEL CAP BOOTS 3. GLOVES <p>Note: Dispatch clerk to liaise with the Team leader</p>
2.	<ul style="list-style-type: none"> • Forklift then removes the pack (drop off) from the rack. • FIFO allocation applies for drop off packs. • F/ Lift driver to compare the label with the part no on the top sheet of the drop off. 		<p>Note:</p> <p>Be careful when removing the pack from the racks.</p>

Controlled By:	Maintenance	Approved By:	Zondi, Ndumiso	Page 1 of 1
Date: Friday, October 10, 2025				

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