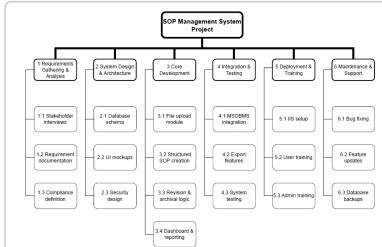


 <b>VALUE INTEGRATOR</b>	<b>PRODUCTION WORK INSTRUCTIONS</b>	<b>SOP No: TSOP3</b>
	<b>Pin Pallets</b>	<b>Rev: REV: 01</b>
		<b>Date: 08 OCT 2025</b>

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

<b>Controlled By:</b>	Maintenance	<b>Approved By:</b>	Zondi, Ndumiso	Page 1 of 1
Date: Wednesday, October 08, 2025				

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