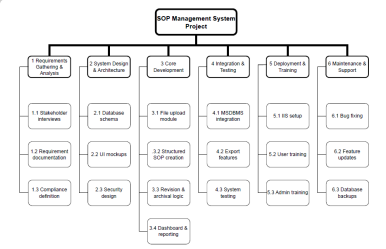
| VALUE INTEGRATOR | PRODUCTION WORK INSTRUCTIONS | SOP No: TSOP3 |
|---|---|---|
| | Pin Pallets | Rev: REV: 01 |
| | | Date: 08 OCT 2025 |

| No. | INSTRUCTIONS | VISUALS | KEY POINTS / CONTACTS |
|---|---|---|---|
| 1. | Production<br>gets list of drop off(s) required by the customer (dispatch) |  | + ENSURE PERSONNAL PROTECTIVE EQUIPMENT (PPE) IS WORN: -<br>1. HARD HAT<br>2. STEEL CAP BOOTS<br>3. GLOVES<br>**Note:**<br>**Dispatch clerk to liaise with the Team leader** |
| 2. | • Forklift then removes the pack (drop off) from the rack.<br>• FIFO allocation applies for drop off packs.<br>• F/ Lift driver to compare the label with the part no on the top sheet of the drop off. | | **Note:**<br>**Be careful when removing the pack from the racks.** |