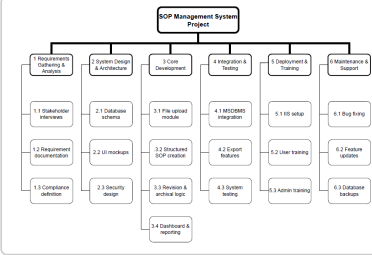

 VALUE INTEGRATOR	PRODUCTION WORK INSTRUCTIONS		SOP No: TSOP3
	Pin Pallets		Rev: 01
			Date: 10 OCT 2025

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] --&gt; B[1. Requirements Gathering &amp; Analysis]     A --&gt; C[2. System Design &amp; Architecture]     A --&gt; D[3. Core Development]     A --&gt; E[4. Integration &amp; Testing]     A --&gt; F[5. Deployment &amp; Training]     A --&gt; G[6. Maintenance &amp; Support]     B --&gt; B1[1.1 Stakeholder Interview]     B --&gt; B2[1.2 Requirement Documentation]     B --&gt; B3[1.3 Compliance Analysis]     C --&gt; C1[2.1 Database Schema]     C --&gt; C2[2.2 UI Mockups]     C --&gt; C3[2.3 Security Design]     D --&gt; D1[3.1 File Upload Module]     D --&gt; D2[3.2 Structure SOP Creation]     D --&gt; D3[3.3 Revision &amp; Approval Logic]     D --&gt; D4[3.4 Dashboard &amp; Reporting]     E --&gt; E1[4.1 WECDMS Integration]     E --&gt; E2[4.2 Export Modules]     E --&gt; E3[4.3 System Testing]     F --&gt; F1[5.1 Rollout]     F --&gt; F2[5.2 User Training]     F --&gt; F3[5.3 Admin Training]     G --&gt; G1[6.1 Bug Fixing]     G --&gt; G2[6.2 Feature Updates]     G --&gt; G3[6.3 Database Backup]           </pre>	<p><b>+ ENSURE PERSONNAL PROTECTIVE EQUIPMENT (PPE) IS WORN: -</b></p> <ol style="list-style-type: none"> <li>1. HARD HAT</li> <li>2. STEEL CAP BOOTS</li> <li>3. GLOVES</li> </ol> <p><b>Note:</b> Dispatch clerk to liaise with the Team leader</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>

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

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