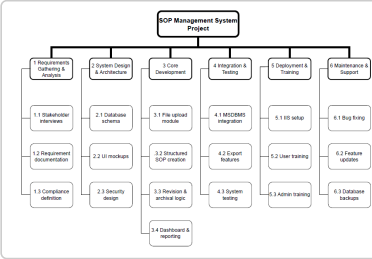

 VALUE INTEGRATOR	PRODUCTION WORK INSTRUCTIONS		SOP No: TSOP3
	Pin Pallets		Rev: REV: 01
			Date: 08 OCT 2025

No.	INSTRUCTIONS	VISUALS	KEY POINTS / CONTACTS
1.	Production gets list of drop off(s) required by the customer (dispatch)	 <pre> graph TD A[SOP Management System Project] --> B[1. Requirements Gathering & Analysis] A --> C[2. System Design & Architecture] A --> D[3. Core Development] A --> E[4. Integration & Testing] A --> F[5. Deployment & Training] A --> G[6. Maintenance & Support] B --> B1[1.1 Stakeholder Interview] B --> B2[1.2 Requirement Documentation] B --> B3[1.3 Compliance Analysis] C --> C1[2.1 Database Schema] C --> C2[2.2 UI Mockups] C --> C3[2.3 Security Design] D --> D1[3.1 File Upload Module] D --> D2[3.2 Structure SOP Creation] D --> D3[3.3 Revision & Approval Logic] D --> D4[3.4 Dashboard & Reporting] E --> E1[4.1 WECDMS Integration] E --> E2[4.2 Export Modules] E --> E3[4.3 System Testing] F --> F1[5.1 Rollout] F --> F2[5.2 User Training] F --> F3[5.3 Admin Training] G --> G1[6.1 Bug Fixing] G --> G2[6.2 Feature Updates] G --> G3[6.3 Database Backup] </pre>	+ ENSURE PERSONNAL PROTECTIVE EQUIPMENT (PPE) IS WORN: - 1. HARD HAT 2. STEEL CAP BOOTS 3. GLOVES Note: Dispatch clerk to liaise with the Team leader
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. 		Note: Be careful when removing the pack from the racks.

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

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