

Vinyl Install Bucket Sign Out Procedure

OWNER: PRODUCTION

WC
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VERSION HISTORY			
VERSION NO.	1.0	CURRENT VERSION DATE	07/09/2020
EFFECTIVE DATE	8/10/2020	EXPIRATION DATE	
RESPONSIBLE PERSON	Steve Maxwell	SIGNATURE	Steve Maxwell
QA MANAGER	Chad Blake	SIGNATURE	Chad Blake
WRITER	Steve Maxwell	APPROVAL	Chad Blake

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. Introduction

Vinyl bucket to be used by installers for vinyl application or for removal.

2. Definition

Verification to ensure installers have the necessary tools available when installing/removing vinyl on a job site.

3. Steps:

1. Verify the install bucket has the necessary supplies from the checklist.
2. Sign the [Sign Out Sheet] and communicate which bucket is being used and the date.
3. When job is completed, clean out the install bucket and return to its assigned location.
4. Put the return date and any supplies that need refilled on the [Sign Out Sheet].

4. Forms

Forms to be found on the server in: Y:\Westlund Concepts Forms\General Use Forms

- Sign Out Sheet
- Install Bucket Inventory Checklist

5. Process Review

Print Manager - To ensure supplies for the buckets are available and accessible.

Install Manager - To ensure installers return buckets.

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.