

Author	Status	Effective Date
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1.0 Purpose

This SOP is intended to outline the proper steps and procedures for properly operating the ROSS Board.

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when operating the ROSS board. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)
Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.

4.0 Proper Operation of ROSS Board

4.1 Proper Operation of ROSS Board - *BATCH START*

4.2 If you do not fully understand what you are doing consult your immediate supervisor for further direction.

4.3 Locate the production computer in the walkway between the production floor and the R&D hallway.

4.4 Select the icon for "Gemini Tools Portal". If it is not on the desktop, request from your immediate supervisor to have it added. You can also navigate to it directly with the following URL. <http://tools.gemini-coatings.com/new/login.php>

4.5 Login to the ROSS system. If you do not have a working username and password, notify your immediate supervisor that you need one.

4.6 Select "Jobs" from the operations menu.



Welcome to Gemini Operations Menu (logout)

Products Maintenance			
Batch Scheduling	Add	Edit	Date Change
Ticketing	View/Update		
Quality Control	View/Update		
Fill Off	View/Update		
Jobs	View/Update		
Reporting			
Batch Reports	Daily Report	Weekly Report	Weekly Report (1080)
Blade Monitor	View (720)	View (1080)	

4.7 Click the drop down in the "Blade" column and select the blade/mixer you are using for your batch.

Production Job Editor

[home](#) [ticketing](#) [QC](#) [EIR](#) [EIR](#)

Timer	Date	Batch#	Formula	Batch Size	Status	Customer ID	Blade Assigned	Ticketing		Production		QC		Fill Off	Pour Up/Grind	AM Batch	Notes
								Start	End	Start	End	Start	End				
On	12/05/2011	11-10122	SBVNC2162	1038	Waiting Fill Off	TONO	L.R.	12/05/2011	12/05/2011	12/05/2011	12/05/2011	12/05/2011	12/05/2011		N/A	--	
Off	0:0																
On	12/05/2011	11-10130	400-0130	550	Production	Walbr	L. Mendez	11/16/2011	11/16/2011	12/01/2011	12/01/2011				N/A	--	
Off	1:2							01:58:18	02:42:06	08:50:53							
On	12/08/2011	11-10117	630-0073	200	Production	Gandview	E. McCoy	11/08/2011	11/08/2011						N/A	--	
Off	0:0							06:38:35	11:24:49								
On	12/05/2011	11-10128	630-0084	100	Production	Gandview	T. Healey	11/28/2011	11/28/2011						N/A	--	
Off	0:0							09:23:08	11:24:49								

4.8 Select the dropdown menu for "Assigned" and select your name from the list of people.

Production Job Editor
[home](#) [ticketing](#) [QC](#) [Fill Off](#)

Timer	Date	Batch#	Formula	Batch Size	Status	Customer ID	Blade	Assigned	Ticketing		Production		QC		Fill Off		Pour Up/Grind	AM Batch	Notes
									Start	End	Start	End	Start	End	Start	End			
Off	12/05/2011	11-10122	SRANC2162	1028	Waiting Fill Off	TOYO	21	L. Rocco	11/28/2011 01:50		12/05/2011 07:43:01	12/05/2011 08:43:12	12/05/2011 08:54:29						
Off	12/05/2011	11-10122	SRANC2162	1028	Waiting Fill Off	TOYO	21	L. Rocco	11/28/2011 01:50		12/05/2011 07:43:01	12/05/2011 08:43:12	12/05/2011 08:54:29						
Off	12/05/2011	11-10122	SRANC2162	1028	Waiting Fill Off	TOYO	21	L. Rocco	11/28/2011 01:50		12/05/2011 07:43:01	12/05/2011 08:43:12	12/05/2011 08:54:29						
Off	12/05/2011	11-10122	SRANC2162	1028	Waiting Fill Off	TOYO	21	L. Rocco	11/28/2011 01:50		12/05/2011 07:43:01	12/05/2011 08:43:12	12/05/2011 08:54:29						

4.9 Select "Save" at the bottom of the screen.

4.10 Proper Operation of ROSS Board - *BATCH END*

4.11 Once you are finished with your batch and you are turning it into QC, go to select "Jobs".



Welcome
to Gemini Operations Menu
([logout](#))

Products Maintenance	
Batch Scheduling	Add Edit Date Change
Ticketing	View/Update
Quality Control	View/Update
Fill Off	View/Update
Jobs	View/Update
Reporting	
Batch Reports	Daily Report Weekly Report Weekly Report (1080) History Report
Blade Monitor	View (720) View (1080)

4.12 Select the drop-down menu of the status column and click the selection for "QC".

4.13 Select save at the bottom of the screen.

5.0 References

Reference	Title
1	None