

Author	Status	Effective Date
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1.0 Purpose

The purpose of this SOP is to ensure batches are stopped/completed correctly on the ROSS board. This will ensure other departments know when batches are complete and a tank is empty. The ROSS board is used by the entire company so maintaining its accuracy is vital to everyday success.

2.0 Scope

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

3.0 Safety



4.0 ROSS Completing Batch

- 4.1 Go to the computer located at the north door of the TWP room.
- 4.2 Select the icon for the ROSS system.
- 4.3 Log in to the ROSS system.



Username:

Password:

- 4.4 Select "Fill Off View/Update"



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)		

4.5 Click the drop down in the "Status" column and select "Completed"

Awaiting Fill Off Jobs

[Home](#) [Ticketing](#) [QC](#) [Jobs](#)

Timer	Production Date	Batch#	Formula	Status	Assigned	Customer	Blade
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09088	SOL-9011	Awaiting Fill Off	Select->	DV	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:19	11-09110	PVS-1100	Filling	C. Mitchell	HGH	33
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 1:53	11-09111	S104V	QC Awaiting Fill Off	G. Andrade	HGH	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-17 0:0	11-09144	PC-0040	Completed Hold RM	Select->	LTL	M3
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09096	192.	Awaiting Fill Off	Select->	OKC stock	8
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:42	11-09112	GL1000	Filling	D. Davis	HGH	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09149	L8370-19	Awaiting Fill Off	Select->	Dallas	1
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-18 0:0	11-09181	500-0033	Awaiting Fill Off	Select->	glidden	13
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-19 0:0	11-09005	590-0011	Awaiting Fill Off	Select->	Crestwood	6
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-19 1:50	11-09105	CL-0060	Filling	J. Rios	Stock	
<input type="checkbox"/> On <input type="checkbox"/> Off	2011-10-27 0:0	11-09015	SOL-9011	Awaiting Fill Off	Select->	Crestwood	MS

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

4.7 Select "Home Page"

4.8 Select "Log Out"



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

Maintenance			
Scheduling	Add	Edit	Date Change
View/Update			

5.0 References

Reference	Title
1	None