Gemini Industries, Inc.	Reporting Bulk Product in Assistics		
Standard Operating Procedure		PROD-22-0002 01	
Author	Status	Effective Date	
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### 1.0 Purpose

This SOP is intended to outline the proper steps, procedures and resources for production employees to properly process Work Orders in Assistics and X3. This SOP is all inclusive and should not be deviated from in any way.

## 2.0 Scope

This document covers the standard procedures to be followed for employees in the production department when reporting bulk products in Assistics. By following the instructions, the workload will be completed accurately and consistently. Assistics and X3 Logins and Passwords are a prerequisite to follow this SOP. If you do not have one, contact your supervisor or Gemini IT (EXT 2300).

# 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.

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### 4.0 Reporting Bulk Product in Assistics

- 4.1 Navigate to Assistics Home page. http://assist/assistics/index.jsp or login on your handheld device. If you are using a handheld device, verify with your supervisor that it is intrinsically safe before bringing it into the production environment.
- 4.2 Login using your login and password supplied by your supervisor or the IT department.
- 4.3 Navigate to the mobile Menu and select "Production".
- 4.4 Select "Production Output".
- 4.5 Next select "Report Bulk".
- 4.6 Enter or Scan your Production Order/Work Order number. The Work Order number is found at the top of the Work Order. (Example below highlighted yellow).

	BATCH TIC	CKET	HEALTH
Batch No	: 222701003530	Responsibility: Jordan Macias	HEALTH
WD #: WO064563		Alloc. Status: Not allocated	FLAMMAR
17650		BOM Number: 1	PHYSICA
		Printed: 9/27/2022 10:49:05PM	PERSON
E Codes:	I- Safety Glasses, G	Gloves, Dust/Vapor Respirator	r Endons

4.7 Enter the Lot Number/Batch Number for your work order and press "Submit". The Lot Number/Batch Number can be found at the top of your Work Order above the "WO #" that is highlighted in the picture above.

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4.8 Enter the Qty of the bulk product you are reporting and press "Submit". The Total Volume to report can be found on the batch ticket. In the example below; the field and amount are highlighted yellow to demonstrate its location on the work order.

				BATCH	TICKET
Formula Key:	CV-0375		Batch No	.: 222701003530	Responsibility:
Item Key:	CV-0375		WO	#: WO064563	Alloc. Status:
Description:	75 DEG. 0	CONVER. VARNISH			BOM Number:
Schd Start:	10/6/2022				Printed:
Schd Comp:	10/6/2022	PI	PE Codes:	I- Safety Glas	ses, Gloves, Dust/Vapor Re
QC:			R&D:		
Personal	CANT				
Protection	XOX	- <b>-</b>			
Equipment:	Safety		Dust Va	por	
	Glasses	Gloves Re	spirator tesp	pirator	
Product Notes	LOT DOUBL				
SEE PF FOR F	PART DRUM				
ON HOLD DUE	TO RESIN	SHORTAGE. RELEA	SE ONLY PER	R BOBLIT OR DAY	VID J. (LL 8-22-22)
R&D TO PENC	IL CHANGE	RLN689 OUT OF FO	RMULA PER	DAVID J. (LL 5-2	5-22)
	Dtv:	7619.10 LB	Total V	olume:	1,000.00 GAL
Planned C					
Planned Opera	tor:		Pac	ked By:	

- 4.9 Enter the location to where you are reporting the bulk material. For production the default location should be pre-populated as "PRODRECEIVING". Confirm that "PRODRECEIVING" is entered in the field and press "Submit".
- 4.10 The next screen will ask you to confirm that Lot, Location, and Qty are correct. When you confirm they are correct press the "accept" button. If your selections are not correct press the cancel button and start the process over again.

#### 5.0 References

Reference	Title
1	None