# NEW DIRECTIVE: POSTED 11/27/24

**GOAL:**
Systematically Limit staff who fill out Work Orders
Systematically Limit staff who manage the Production Queue
Systematically limit staff who log Individual Preroll Tracking

**DIRECTIVE:**
To fill out Work Orders or manage the Production Queue, you must have the below certification:
Packaging Lead Certified
Setup Certified

To fill out log Individual Preroll Tracking, you must have the below certification:
AP Lead Certified

**WHY ARE WE DOING THIS?**
*Filling out a Work Order is a unit is a sacred act.* It is our primary method of communication about a package.
The Work Order must be a source of infallible truth within The Lab. Our staff must be able to trust it fully.
Mistakes on work orders afffect entire production batches and can be extremely costly.
Non compliant units reaching the public could cost our company hundreds of thousands in fines.

*Managing the Production Queue is a sacred act.* It is our primary method of communication about a project.
The Production Queue must be a source of infallible truth within The Lab. Our staff must be able to trust it fully.
Mistakes on the Queue afffect entire project or work days and can be extremely costly.
Non compliant units reaching the public could cost our company hundreds of thousands in fines.

*Individual Tracking is a sacred act.* It is how we ensure our rolling team is improving over time.
It is how we ensure new processes and SOPs are positively affecting production.
We also must ensure that the admin workload is shared between Packaging Leads and AP Leads.

Limiting staff who fill out Work Orders, Manage the Queue, and log Individual Tracking will ensure that these
sacred acts are only performed by staff who have been trained to do them successfully.

Limiting staff who fill out Work Orders, Manage the Queue, and log Individual Tracking will ensure that we
can track training and SOP gaps within these specific processes easily and efficently.

Limiting staff who fill out Work Orders, Manage the Queue, and log Individual Tracking will ensure that we
can make SOP changes within these specific processes easily and efficently.

**THE JOURNEY TO SIX SIGMA**