

# NEW SOP: THE NOTIFICATION SOP POSTED 11/27/24

## **GOAL:**

Ensure all staff are aware of new directives and SOPS.

## **DIRECTIVE:**

Staff will be notified of new SOPS, changes to SOPS, or new directives by the following means:

- 1) SOP added to Wiki
- 2) SOP posted on Basecamp
- 3) SOP added to Physical Handbook
- 4) SOP posted to Notification Board in Break Room
- 5) SOP printed to individual sheets and signed off on by all staff
- 6) Laminate posted on work area wall (if applicable)

## **WHY ARE WE DOING THIS?**

***We must ensure that changes in the company actually reach the whole company.***

Variation in production accross shifts is the primary source for non-conforming units.

Variation in methodology across shifts is the primary source for cross-shift rivalries.

SOPS protect us from failures that cost the company money.

One staff member who doesnt know an SOP could cost the company hundreds of thousands of dollars.