

STANDARD OPERATING PROCEDURE & USER GUIDE

Document Title:	SOP-MFG-008: WIP & Distro Repair Tracking App The Syndicate Lancaster DCC-10003553
Document ID / Rev:	SOP-MFG-008 · Rev 2.0 (Live Cloud System)
System URL:	https://bigoilship.pages.dev/wip-manager.html



1. SYSTEM ACCESS & OVERVIEW

The **WIP & Distro Repair Manager** is Big Oil's centralized, real-time operational tracking system. It records defective units, packaging rework, missing COAs, mislabeled pouches, and broken retail seals across Production and Fulfillment.

Live Application Links

Primary Direct URL: <https://bigoilship.pages.dev/wip-manager.html>

Main Operations Hub: <https://bigoilship.pages.dev/> (Click "WIP Manager")

Optimized for warehouse touchscreens, workstation PCs, and tablets.

Admin Protection (Delete & Clean Only)

No PIN for Daily Tasks: Completing tasks requires only the operator's name.

Admin PIN protection is strictly reserved for destructive management actions: **deleting entries** and **clearing/cleaning completed archives**.

2. WORKSPACE NAVIGATION (TOP NAVIGATION TABS)

TAB VIEW	SCOPE	OPERATIONAL FUNCTION
Production WIP	PRODUCTION	Active manufacturing rework, jar defects, leak repairs, scale discrepancies, and batch repackaging tasks.
Distro Repairs	FULFILLMENT	Finished goods packaging defects, damaged master cases, retail label issues, unverified tags, and Metrc discrepancies.
Completed Archive	ALL RESOLVED	Dedicated historical repository of all signed-off WIP & Distro tasks. Houses complete audit timelines, cycle times, and re-open controls.
Analytics	METRICS	Real-time defect breakdown charts, operator performance stats, and average turnaround cycle times.

3. HOW TO LOG A NEW WIP / DEFECT ENTRY

Step 1: Open Left Intake Panel

Select + **Log New WIP** or + **Log Distro Repair** on the left sidebar. Ensure you select the correct department area.

Step 2: Enter Batch Details

Enter exact **Strain Name**, full **Batch Number** (e.g. WVY-368-BUD-1), **Quantity of units**, and current **Shift**.

Step 3: Print Physical Sheet

Click **Print / PDF** immediately. Affix the printed 8.5x11 bin tag directly to the physical holding tote or pallet.

4. KEEPING UP WITH TASK PROGRESS (MANDATORY OPERATING RULE)

CRITICAL PRODUCTION COMPLIANCE: KEEP TASK STATUS UPDATED IN REAL TIME

Technicians and leads **MUST NEVER** leave tasks sitting in **TODO** once work begins. As soon as sorting, relabeling, or reprint requests commence, you must advance the status to **IN PROGRESS**. Failure to maintain real-time status distorts turnaround metrics and leaves quarantine inventory unaccounted for.

STATUS STAGE	STATUS BADGE / ACTION	STANDARD OPERATING REQUIREMENT
1. Intake / Logged	TODO	Initial defect registered. Product is physically quarantined in designated WIP holding racks with printed bin tag attached.
2. Active Work	IN PROGRESS	Technician begins active inspection, repacking, or label replacement. Active cycle timer tracks rework duration in real time.
3. Resolved & Verified	COMPLETED	Physical repair confirmed 100% complete, COA/labels verified, operator enters Name to sign off. Task automatically transitions to Archive.

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5. FEATURED STANDARD WORKFLOW: POST-BATCH MISSING COA ENTRY

A frequent operational bottleneck occurs when a packaging run finishes, but specific cases or individual units lack valid Certificate of Analysis (COA) tags. **All post-batch items lacking verified COAs must be immediately logged into WIP.**

STANDARD EXAMPLE ENTRY: PACKAGING COMPLETED WITH MISSING COAS

Target Strain:	Jack Spritzer	Batch Number:	# WVY-368-BUD-1
Defective Units:	15 Units (or remaining unlabelled case)	Intake Area:	PRODUCTION WIP or DISTRO
Defect / Reason Notes:	"Batch run complete. 15 units missing COA stickers. Awaiting printer tech to print COAs."		

Step-by-Step Resolution Flow:

- Packaging Tech:** Creates the WIP record with exact count (15 units) and affixes printed bin tag to the segregated tote.
- Printer Tech:** Locates the row in WIP Manager. Sets the dedicated Printer Status dropdown to NEEDS PRINTING.
- Label Generation:** Printer Tech retrieves batch sticker file and prints replacement COA product stickers.
- Verification & Application:** Technician applies labels, verifies accuracy against the batch master sheet, and switches dropdown to PRINTED.
- Sign-Off:** Operator selects COMPLETED from the status dropdown, enters their Name to sign off (no PIN required), and releases product to fulfillment inventory.

6. PRINTER TECH TRACKING & TAG CONTROLS

For all defect entries involving missing COAs, smudged batch numbers, or damaged barcodes, the **Printer Tech Status** control tracks physical labeling readiness independent of overall rework:

Needs Printing

Flags the print station that compliance labels, COA stickers, or box barcodes must be queued and printed before this inventory can move.

Printed (Ready for Packaging)

Confirms labels have been printed, physically inspected, and delivered to the rework table. Logs time and tech name to the permanent audit trail.

7. CLOSING TASKS COMPLETED & THE COMPLETED ARCHIVE

FEATURE / STEP	PROCEDURE & SYSTEM BEHAVIOR
Sign-Off Verification	When marking a batch COMPLETED , the system displays an electronic signature modal requiring only the operator's full name to sign off. Users do not need an Admin PIN to complete tasks (Admin PIN is strictly reserved for deleting records or cleaning archives).
Auto-Archiving	Active tables automatically filter to show only active tasks. Completed items immediately transition to the Completed Archive tab, removing clutter from daily workflows.
Turnaround Cycle Time	The system tracks turnaround cycle time from initial entry to completed sign-off. Always update status in real time to ensure accurate metrics.
History Audit Drawer	Clicking History on any row opens an inline timeline showing all status changes, quantity adjustments, printer updates, dwell times, and operator names.
Re-Open Capability	If a completed batch fails secondary QA or requires additional label verification, click Re-open in the Completed Archive to return it to active IN PROGRESS.

8. KEY RULES & OPERATIONAL CHECKLIST

DO's:

- Log missing COA items *immediately* upon batch completion.
- Always print and place the physical 8.5x11 tag with the product.
- Keep tasks in IN PROGRESS while active work is underway.
- Use *Adjust Qty* if defective counts change during sorting.

DON'Ts:

- Never leave repaired batches untagged or un-updated in the app.
- Never release un-stickered product without completed sign-off.
- Never leave finished tasks in TODO or IN PROGRESS overnight.
- Never delete records to clear the table—always mark Completed.