

Standard Operating Procedure (SOP)

Communication of Setup Completion to Production Team

This SOP details the **communication of setup completion** to the production team, ensuring timely and accurate notification once equipment or system setup is finalized. It covers the standardized process for confirming setup status, the designated communication channels, responsible personnel for delivering the update, and verification steps to confirm the production team has received and acknowledged the information. The goal is to facilitate smooth transitions between setup and production phases, minimizing downtime and enhancing operational efficiency.

1. Purpose

To establish a standardized process for communicating the completion of equipment or system setup to the production team, ensuring seamless handover and minimizing operational delays.

2. Scope

This SOP applies to all personnel involved in equipment or system setup and the production team responsible for subsequent operations.

3. Responsibilities

- **Setup Personnel:** Confirm completion and notify the production team.
- **Production Supervisor:** Acknowledge receipt of setup completion and verify readiness for production.
- **Quality/Operations Manager (if applicable):** Oversee process and ensure compliance with SOP.

4. Procedure

1. **Confirm Setup Completion**
 - Setup personnel conduct a final check to ensure all setup steps per the relevant procedure/work instruction have been completed.
 - Document setup completion (e.g., checklist, logbook entry).
2. **Communicate Setup Completion**
 - Notify production team via **designated communication channel** (e.g., radio, phone, email, or management system message).
 - Message should state: *"Setup for [equipment/process] is complete. Ready for production handover at [time]."*
3. **Acknowledgement & Verification**
 - Production team or supervisor replies to confirm receipt and readiness to proceed.
 - Setup personnel record the name and time of recipient acknowledgement in the setup log.
4. **Escalation (if needed)**
 - If no response within [X] minutes, escalate to the shift supervisor or manager per escalation matrix.

5. Communication Channels

Channel	Usage	Responsible
Two-way Radio	Immediate floor communications	Setup Lead
Email/MES System	Formal notifications/records	Setup Lead/Production Supervisor
Phone Call	Urgent or after-hours notification	Setup Lead

6. Documentation & Records

- Setup completion checklist or log
- Communication record (email, system log, radio log)

- Acknowledgement/response confirmation (signed form or electronic record)

7. Review & Revision

This SOP shall be reviewed annually or whenever a change in process occurs. Revisions should be approved by the Quality/Operations Manager.

Appendix A: Sample Notification Template

Subject: Setup Completion Notice – [Equipment/Process Name]

Dear Production Team,

Setup for [equipment/process] has been completed as of [date and time].

Please confirm receipt of this notice and readiness to proceed with production.

Best regards,

[Your Name]

[Position]