

Standard Operating Procedure (SOP) for New Machine Management

GENERAL INFO.	Step No.	Activity / Process	Responsibility	Output / Document	Remarks
Document No. : MFG/DG/BP/03	1	New tool identified as per APQP	Design / R&D	Tool requirement note	Based on project need
Revision No. : 1.0	2	Prepare drawing for new machine	R&D Engineer	Machine Drawing	Approval required
Revision Date : 01.01.20212	3	Preparation of bar chart	Planning Dept.	Bar Chart	Timeline for activity
Effective Date : 05.01.20212	4	Outsourcing decision	Plant Head / R&D	Decision Record	Yes / No
Department : Engineering / Production	5a	If outsourced → Discussion with Plant Incharge, rate finalization & follow-up	Purchase + Plant	Vendor PO / Follow-up report	Ensure vendor qualification
Prepared By : R&D Engineer	5b	If in-house → Arrange manufacturing internally	Plant + R&D	Internal Work Order	Use existing resources
Checked By : QA Head	6	Machine inspection as per drawing & trials with QA & PRD	QA + PRD + R&D	Machine Trial Report	Validation
Approved By : Plant Head	7	Tool numbering as per WI	Maintenance / QA	List of Machine	WI followed
	8	Handover to Production Department	Plant Incharge	Handover Note	Final step

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SOP FLOW CHART

