DEVELOPMENT SOP

Company name:	Leading Star
Dept:	BU3
Module:	Order development
SOP Name:	SOP2. Development
Date:	23-06-24
Version:	V2
Creator:	Ngọc Anh
Approval:	LUCY
Approval signature:	LUCY
Changing note:	Update BOM on ERP system
Purpose:	+ Make sure order to be in mass production on time.
Scope:	MS/pattern & sample room.
KPI:	RFT:100%.
Abbreviation:	

SOP	JOB Description/Material	Person In Charge	Time
1.Receive ful TP & BOM & CBD & Sample request	1.+ Receive BOM & CBD REQUEST ==> via email	DEVELOP MS	before a season starting
2.Check Information of TP/BOM	2.+ Check IF BOM & Color View is matching	DEVELOP MS	1 day after receiving the BOM/TP
Bom & TP & Design View; NOK → 3. Work with IDPL to solve info GAP; OK	3.+i f there is gap, need to clarify with IDPL	DEVELOP MS	Right once found GAP info
OK → 4. Check Acc Price & book acc sample → 4.1 Update Component Database	4. Check acc price with supplier and book sample acc for all samples request 4.1 Update Component Database	DEVELOP MS	Right as got clear & full info of TP/BOM
5. Update BOM on ERP System	5. Update BOM on system	DEVELOP MS	
6. Retroplanning	6. Meeting retro planning with Pro MS & IDPL	DEVELOP MS	
7.1 Make CBD and sent to buyer; NOK → 7.2 Arrange sample & send to buyer and send test go prod	7.1 Make CBD and send to IDPL and send to PV for go prod testing 7.2 Book sample making with sample room and send to buyer	DEVELOP MS	Follow deadline CBD and sample Deadline
Aproved or not? → 7. Rework; OK	7. If CBD or sample is not approve need to rework	DEVELOP MS	Right when got the info that CBD or sample rejected
OK → 8. Arrange the PP meeting	8. When sample approved , arrange the PP meeting with IDPL/QPL/Sample technician & production team	DEVELOP MS	When sample approved follow the retro planning