

Operations Department (OD) — Complete SOP Set

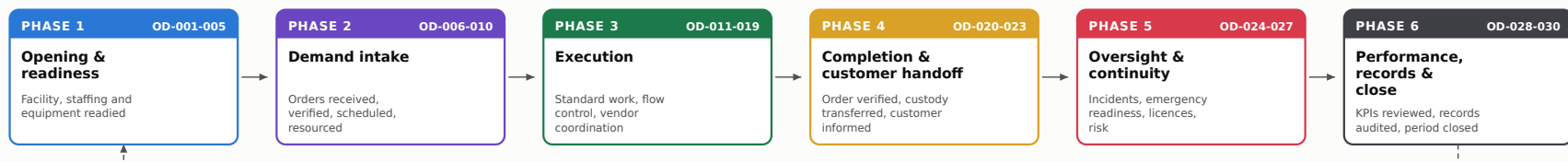
Archetype: WOOD_PRODUCTS · Wood Products

Tier: Free (entire Operations department) · Modules: 30 · Standard: locked 13-section

Contents

PHASE	MODULES
1 · Opening & readiness	OD-001 ... OD-005
2 · Demand intake	OD-006 ... OD-010
3 · Execution	OD-011 ... OD-019
4 · Completion & customer handoff	OD-020 ... OD-023
5 · Oversight & continuity	OD-024 ... OD-027
6 · Performance, records & close	OD-028 ... OD-030

FIGURE 1 — OPERATIONS WORKFLOW



Six phases · 30 modules · one continuous operating cycle, closing back into Phase 1 the next operating day.

Modules

- OD-001 — Daily Operations Opening Procedure
- OD-002 — Shift Handover & Briefing
- OD-003 — Staffing & Coverage Verification
- OD-004 — Work Area Readiness & Housekeeping Inspection
- OD-005 — Operational Equipment Availability Check
- OD-006 — Customer Order / Work Request Intake
- OD-007 — Order Verification & Acceptance Review
- OD-008 — Job Scheduling & Sequencing
- OD-009 — Resource & Capacity Allocation
- OD-010 — Incoming Material / Supply Verification
- OD-011 — Standard Work Execution & Process Adherence
- OD-012 — Work-in-Progress Tracking & Status Update
- OD-013 — Operational Handoff Between Work Stages
- OD-014 — Output Monitoring & Throughput Review
- OD-015 — Bottleneck Identification & Response
- OD-016 — Rework & Nonconforming Work Handling
- OD-017 — Schedule Deviation & Change Management
- OD-018 — Subcontractor & Vendor Coordination
- OD-019 — Interdepartmental Coordination Review
- OD-020 — Job / Order Completion Verification
- OD-021 — Delivery / Service Turnover
- OD-022 — Customer Communication & Status Notification
- OD-023 — Customer Feedback & Complaint Intake
- OD-024 — Operational Incident Reporting & Response
- OD-025 — Emergency & Business Continuity Readiness Check
- OD-026 — Regulatory, License & Permit Currency Verification
- OD-027 — Operational Risk Review
- OD-028 — Operational KPI Review
- OD-029 — Operational Records Retention & Documentation Audit
- OD-030 — End-of-Shift / End-of-Day Operations Closeout

Phase 1 — Opening & readiness

OD-001 — Daily Operations Opening Procedure

Estimated completion time: 30-45 minutes before first-shift production start

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure establishes the standardized start-of-shift sign-on sequence for a sawmill and wood-preservation facility, ensuring the mill, kilns, treating cylinders, and material staging areas are confirmed ready before green-chain and headrig production begins. It creates an accountable readiness record for each operating shift.

2. Scope

Covers the facility and shift start-up sequence — utility/air/steam energization order, crew roll-call and station assignment, inbound log deck and lumber staging confirmation, and the readiness sign-on log — for all mill and treating shifts. Excludes work-area housekeeping (see OD-004), equipment availability and mechanical status (see OD-005), and safety-specific readiness such as LOTO clearance and PPE audits (see SD-001).

3. Responsibilities

- Shift Supervisor — owns the opening sequence, confirms crew sign-on, authorizes production start, and signs the readiness log.
- Mill Operations Lead — verifies utility/steam/compressed-air energization order and headrig/edger/green-chain station readiness for hand-off.
- Yard/Log Deck Coordinator — confirms inbound log deck and dry/green lumber staging levels are sufficient for the planned run.

4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, ANSI Z87 eye protection, high-visibility vest, hearing protection, cut-resistant gloves, steel-toe footwear.
- LOTO: No new hazardous-energy isolation is authored here; confirm all overnight LOTO has been cleared per SD-001 before energizing any line. This procedure does not apply or remove locks.

5. Regulatory References

- 29 CFR 1910.265 (Sawmills)
- 29 CFR 1910.147 (The Control of Hazardous Energy — LOTO, referenced for start-up clearance)

- 29 CFR 1910.269 / 1910.303 (electrical utility energization, as applicable)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

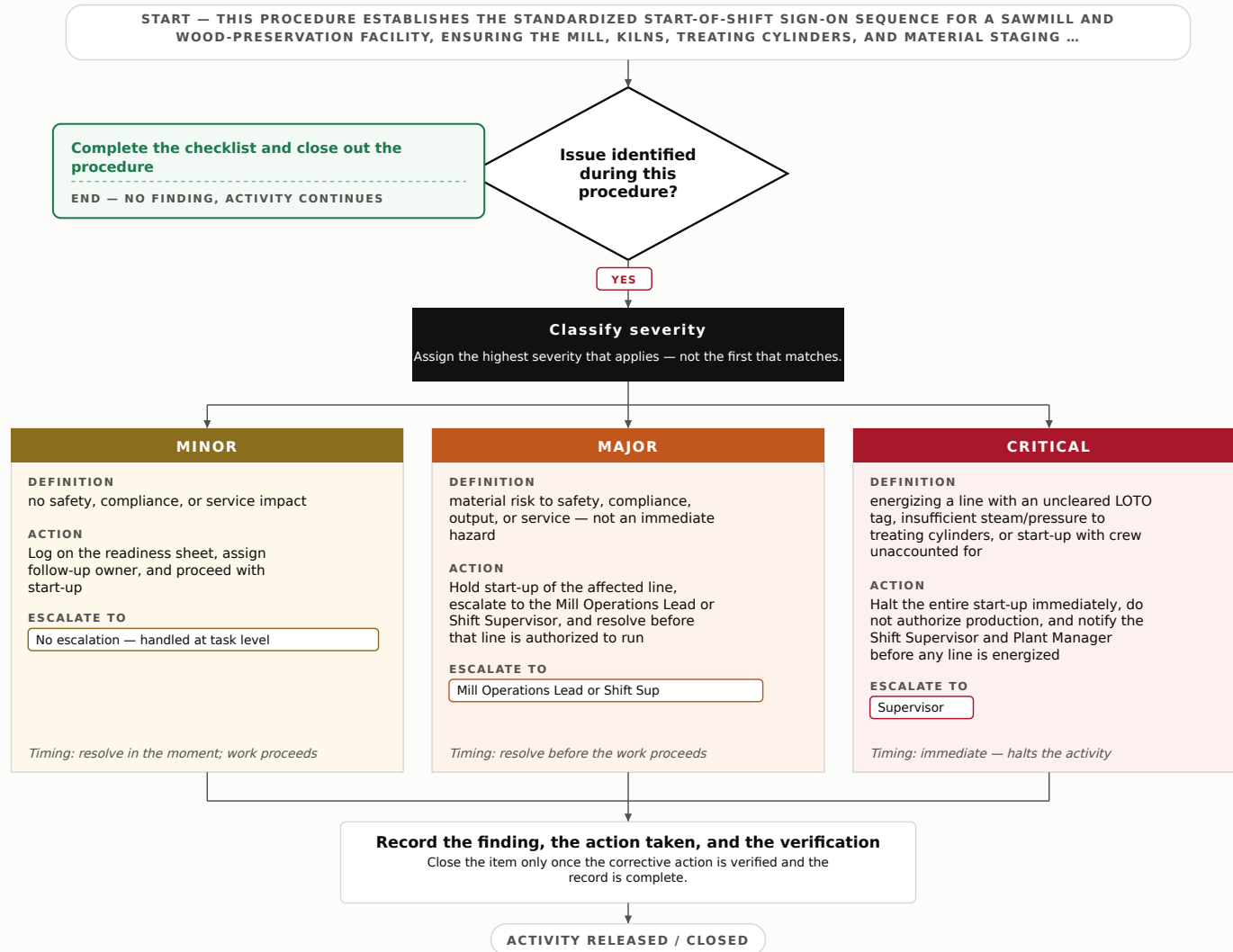


7. Step-by-Step Procedure

1. Shift Supervisor conducts crew roll-call, records attendance, and assigns operators to headrig, edger, trimmer, green-chain, and treating-cylinder stations.
2. Confirm overnight LOTO has been cleared per SD-001 and that no active isolation tags remain on lines scheduled to run.
3. Mill Operations Lead energizes utilities in sequence: main electrical → compressed air → boiler/steam to kilns and treating cylinders → hydraulics — confirming each reaches operating pressure/temperature before the next.
4. Confirm equipment mechanical status has been signed off per OD-005; do not restart lines flagged as unavailable.
5. Yard/Log Deck Coordinator verifies inbound log deck volume (from 113310 Logging) and green/dry lumber staging are sufficient for the planned run rate; reports shortfalls to the Shift Supervisor.
6. Confirm treating-solution resin/chemical supply levels are adequate for the preservation schedule; note any low levels for procurement follow-up.
7. Shift Supervisor performs the Inspection Checklist and resolves or logs any findings per the Decision Tree.
8. Shift Supervisor signs the readiness sign-on log, records start time, and authorizes production start; retain the log for the shift record.

8. Decision Tree

Decision Tree — Daily Operations Opening Procedure



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Crew roll-call complete with all stations assigned and accounted for.
- Utility/steam/air energization sequence confirmed at operating thresholds.
- Log deck and lumber staging confirmed sufficient for planned run.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Crew roll-call complete; all stations assigned		
Overnight LOTO cleared per SD-001		
Utilities energized in correct sequence at operating thresholds		
Steam/pressure confirmed to kilns and treating cylinders		
Equipment availability confirmed per OD-005		
Log deck / lumber staging sufficient for planned run		
Treating-solution supply levels adequate		

11. KPIs

- On-time production start (within scheduled start window): $\geq 95\%$ of shifts
- Readiness sign-on log completed and signed: 100% of shifts
- Start-up delays due to unconfirmed readiness: ≤ 1 per month

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-002 — Shift Handover & Briefing

Estimated completion time: 15-30 minutes per shift changeover

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To ensure a structured, documented transfer of mill operating status, open production issues, and next-shift priorities from the outgoing Shift Lead to the incoming Shift Lead so that sawing, drying, and treating operations continue without loss of continuity, output, or accountability.

2. Scope

Covers the outgoing→incoming operational handover of line status, in-process lumber, kiln/treatment cycle states, open production issues, and priority tasks across sawmill, green-chain, kiln, and preservation areas. Excludes the safety pre-shift briefing, which is covered under SD-003, and the maintenance-crew handover, which is covered under MD-001.

3. Responsibilities

- Outgoing Shift Lead — Compiles current status of headrig, edger, trimmer, kilns, and treatment cylinders; documents open issues and hold lots; briefs the incoming lead.
- Incoming Shift Lead — Receives and confirms the handover, verifies in-process material states, and accepts ownership of open priorities.
- Operations Supervisor (OD) — Reviews the handover log, arbitrates disputed items, and verifies completeness at shift boundary.

4. Required PPE & Lockout/Tagout

- Standard facility PPE (hard hat, hearing protection, safety glasses, hi-vis) when the briefing occurs on the production floor.
- Not applicable — no hazardous energy involved; this is a coordination and documentation task. Any equipment lockout status is noted for information only and remains owned by MD-001.

5. Regulatory References

- 29 CFR 1910.147 (LOTO status communication, referenced for handover of tagged equipment only)
- 29 CFR 1910.265 (Sawmills — operational status awareness)
- None additional sector-specific to handover documentation; internal Operations records policy applies.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

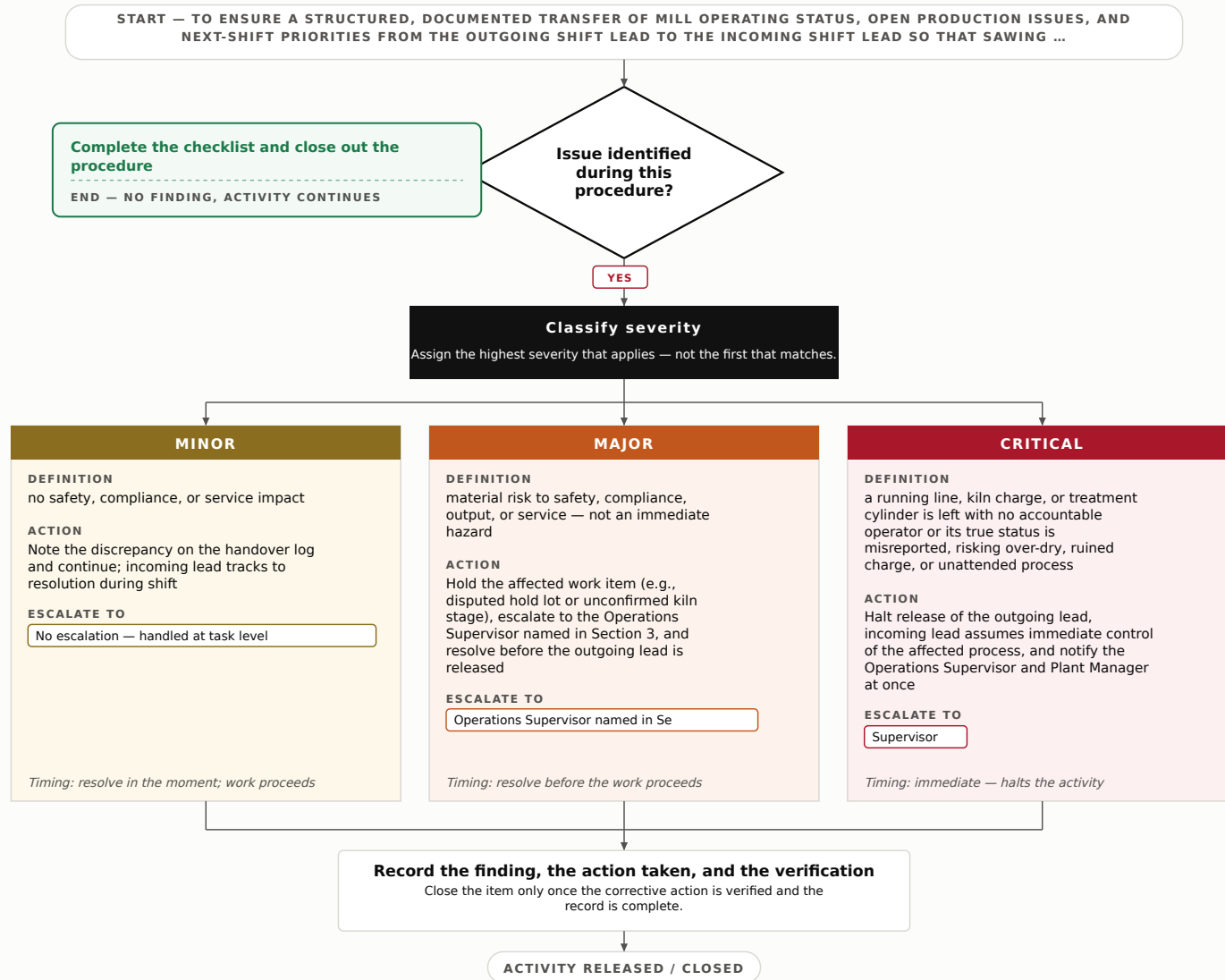


7. Step-by-Step Procedure

1. Outgoing Shift Lead completes the handover log 15 minutes before shift end: current lineup of headrig, edger, trimmer, planer, and green-chain throughput vs. target.
2. Record active kiln charge numbers, schedule stage, target moisture content, and remaining dry time for each kiln in cycle.
3. Record treatment cylinder charge status, retention/penetration cycle stage, and any charges awaiting sampling per QC hold.
4. List all open production issues: down or de-rated equipment (status per MD-001), off-spec or held lumber lots, staffing gaps, and material shortages.
5. Set incoming-shift priorities in rank order (e.g., clear green-chain backlog, complete kiln charge #, meet grade-mix order for wholesale dispatch).
6. Conduct face-to-face briefing; incoming lead walks the floor to confirm reported line, kiln, and cylinder states match the log.
7. Incoming lead acknowledges each open item and accepts ownership; disputed or unclear items are resolved with the Operations Supervisor before the outgoing lead departs.
8. Both leads sign and time-stamp the handover log; file the record in the shift-log system.

8. Decision Tree

Decision Tree — Shift Handover & Briefing



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All active kiln and treatment cylinder charges accounted for with correct stage and time-remaining.
- Every open production issue has a named owner on the incoming shift.
- Priority list is ranked and acknowledged by the incoming lead.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Line status (headrig/edger/trimmer/planer) documented vs. target		
All kiln charges logged with stage and remaining dry time		
Treatment cylinder charge status and holds recorded		
Open production issues listed with owners assigned		
Ranked priority list transferred and acknowledged		
Held/off-spec lots noted (QC status referenced)		
Handover log signed and time-stamped by both leads		

11. KPIs

- Handover log completion rate: 100% of shift changeovers signed by both leads.
- Continuity incidents (unaccounted process/charge) per month: 0.
- Handover duration: within 15–30 minutes target $\geq 95\%$ of shifts.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-003 — Staffing & Coverage Verification

Estimated completion time: 20–40 minutes per operating period (per shift start)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Confirm that every safety-sensitive and production-critical role for the operating period is filled, credentialed, and physically present before the sawmill and wood-preserving lines are energized — so that no headrig, edger, resaw, kiln, or treating cylinder runs without qualified coverage.

2. Scope

Covers verification that required roles (sawyer, edgerman, kiln operator, treating-cylinder operator, forklift/loader operators, and shift lead) are present and assigned for the run at each production station and preservation zone. Excludes schedule and shift assignment, which is covered under HR-015, and staff competency qualification, which is covered under TR-020.

3. Responsibilities

- Shift Operations Lead — runs the pre-run roster verification, confirms physical presence at each station, and authorizes line energization.
- Mill Floor Supervisor — validates that assigned operators hold current credentials on file and resolves gaps before start.
- HR Coordinator — supplies the current credential/roster feed and confirms qualification status per TR-020 when queried.

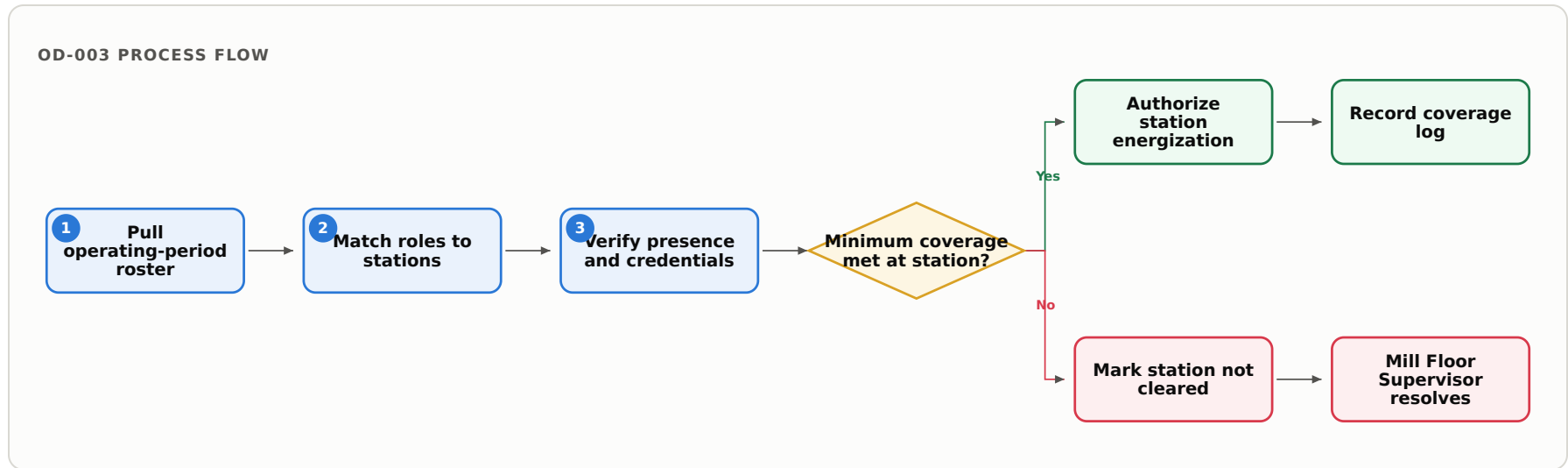
4. Required PPE & Lockout/Tagout

- Standard facility PPE for floor walk-through (hard hat, safety glasses, hearing protection, hi-vis vest, steel-toe boots).
- Not applicable — no hazardous energy involved in the verification task itself; energization of lines follows only after coverage is confirmed.

5. Regulatory References

- 29 CFR 1910.265 (Sawmills); 29 CFR 1910.147 (Control of Hazardous Energy — LOTO qualification of assigned operators); 29 CFR 1910.178 (Powered Industrial Trucks — operator authorization); 40 CFR 264/265 (RCRA — trained operator presence at wood-preserving/treating operations).
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

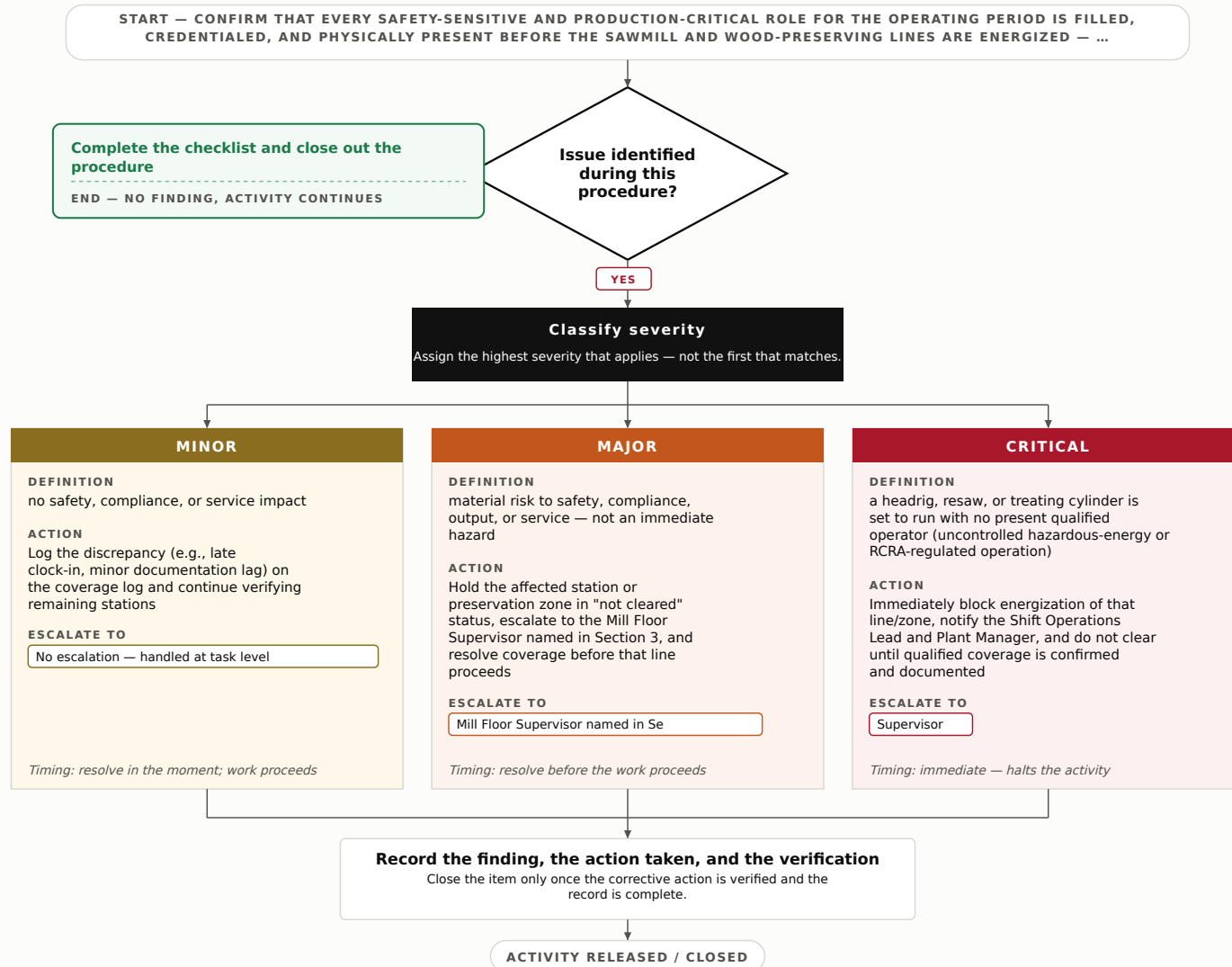


7. Step-by-Step Procedure

1. Retrieve the operating-period roster and station assignment sheet (assignments per HR-015) for the shift about to start.
2. List every safety-sensitive role required for planned production: sawyer, edgerman, resaw operator, kiln operator(s), treating-cylinder operator, forklift/loader operators, and shift lead.
3. Walk the mill floor, green chain, kiln bank, and preservation zone; confirm each required operator is physically present and clocked in at their assigned station.
4. Cross-check each present operator against the HR credential feed for current LOTO qualification, PIT authorization, and treating-operator status (qualification determination owned by TR-020).
5. Identify any vacant, unqualified, or double-booked station; mark the affected line or zone as "not cleared" and do not authorize its startup.
6. Resolve gaps — reassign available qualified coverage or hold the affected station — and re-verify before clearing.
7. Confirm minimum coverage for each planned line and preservation zone is met; authorize energization only for cleared stations.
8. Record the verified coverage roster, any gaps and resolutions, and clearance time on the shift coverage log; retain for the operating record.

8. Decision Tree

Decision Tree — Staffing & Coverage Verification



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every planned production station and preservation zone has a named, present operator before energization.
- Each assigned operator's credential currency (LOTO, PIT, treating) is confirmed against the HR feed.
- All coverage gaps are resolved or the affected line held, with resolution recorded.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Operating-period roster retrieved and matched to planned lines		
Sawyer / edgerman / resaw operator present at assigned stations		
Kiln operator(s) present and covering active kiln bank		
Treating-cylinder operator present and credential-current		
Forklift/loader operators PIT-authorized and assigned		
Shift lead present and coverage authority confirmed		
Coverage log completed with gaps, resolutions, clearance time		

11. KPIs

- Stations verified before energization: 100% of planned lines each operating period.
- Coverage gaps unresolved at scheduled start: 0.
- Verification completed within window: $\geq 95\%$ of shifts verified before scheduled start time.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-004 — Work Area Readiness & Housekeeping Inspection

Estimated completion time: 20-40 minutes per shift-start inspection

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To confirm that sawmill and wood-preserving production areas — headrig, edger, trim, planer, sorter, and stacker zones — are clear of accumulated sawdust, debris, and trip/slip hazards and are organized and fit for the day's cutting and treating operations before startup.

2. Scope

Covers pre-shift and end-of-shift housekeeping inspection of active production floor areas, aisles, walkways, and immediate machine perimeters within the mill and treating line. Excludes warehouse/finished-lumber storage housekeeping, which is covered under WH-023, and maintenance-shop housekeeping, which is covered under MD-025.

3. Responsibilities

- Shift Production Supervisor (OD) — owns the inspection, classifies findings, authorizes startup only after clearance.
- Mill Floor Lead — walks the route, records checklist results, coordinates cleanup crews.
- Sawmill Operator / Sorter Operator — clears their immediate work zone, reports hazards found at their station.

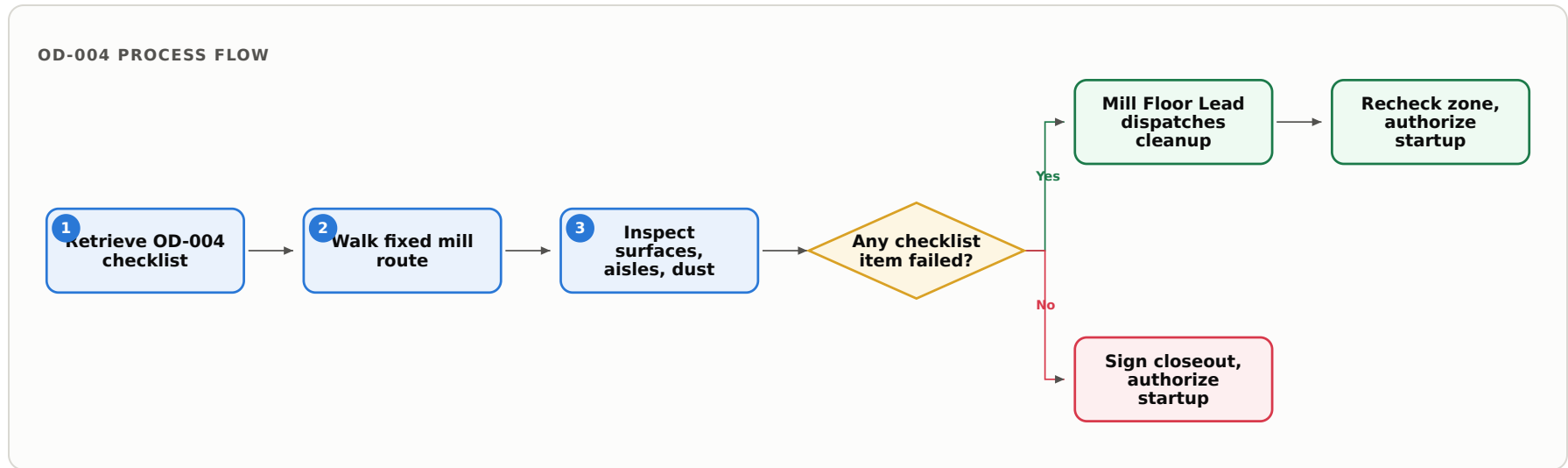
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, ANSI-rated safety glasses, hearing protection, hi-vis vest, cut-resistant gloves, steel-toe boots; N95 or better when disturbing settled dust.
- Lockout/Tagout: Not required for the walk-through inspection itself. If cleanup requires reaching into or under guarded machinery (headrig, chipper, planer), LOTO per the facility energy-control program must be applied before contact.

5. Regulatory References

- 29 CFR 1910.22 (Walking-Working Surfaces — housekeeping, clear aisles)
- 29 CFR 1910.176(c) / .265 (Sawmills — general housekeeping, accumulation of debris, aisle clearance)
- 29 CFR 1910.307 & NFPA 664 (combustible wood-dust accumulation control)
- 29 CFR 1910.147 (LOTO — when cleanup contacts machinery)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

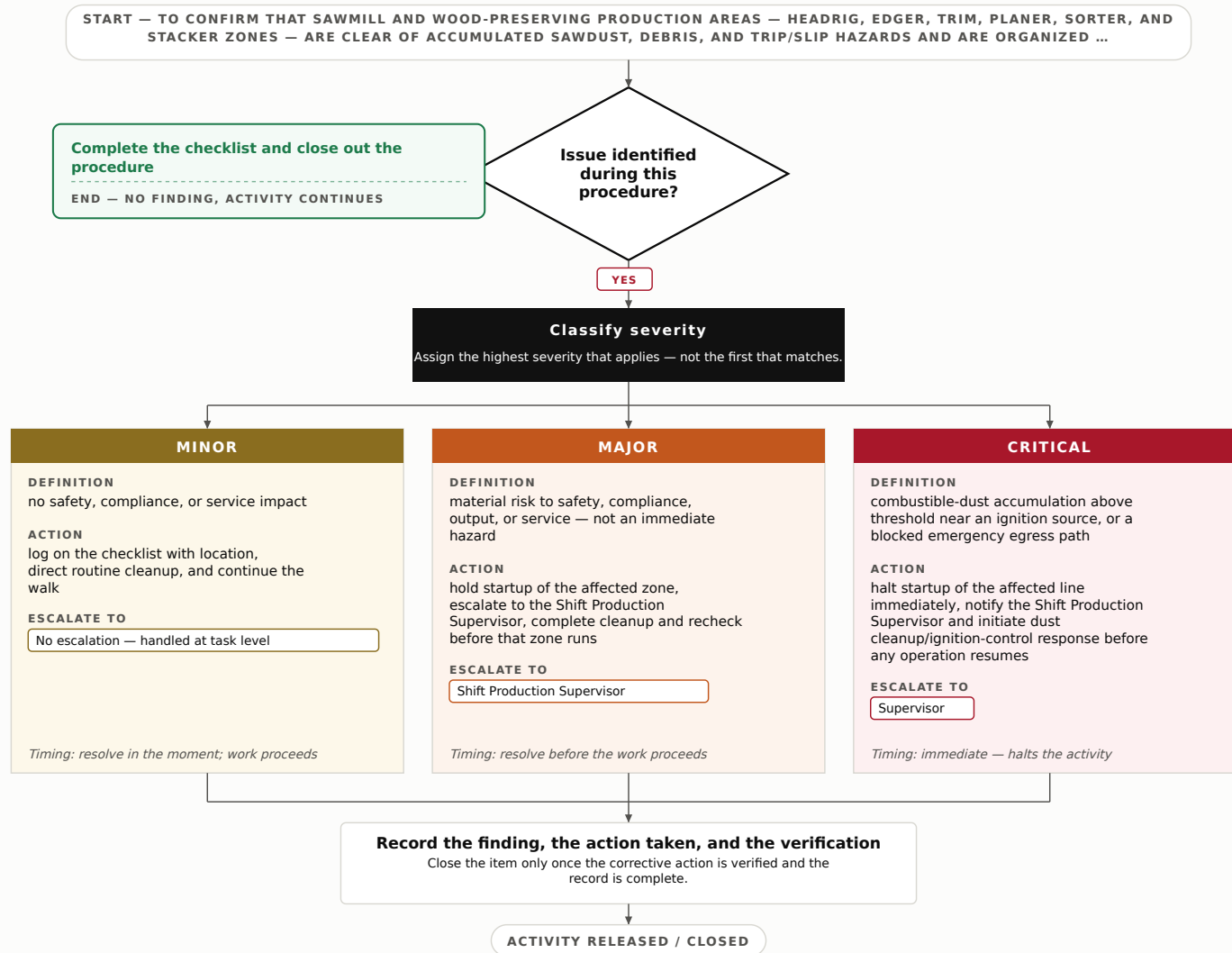


7. Step-by-Step Procedure

1. Retrieve the OD-004 checklist and confirm the prior end-of-shift closeout was signed; note any carried-over findings.
2. Walk the fixed route: headrig deck, edger, trim line, planer, green/dry sorter, and stacker perimeters, plus all connecting aisles and elevated walkways.
3. Inspect walking surfaces for sawdust/bark buildup, standing water or treating-solution spills, offcuts, banding, and trip hazards; flag any accumulation exceeding the facility combustible-dust threshold.
4. Confirm aisles, emergency egress paths, eyewash stations, and extinguisher/dust-cleanup stations are unobstructed and clearly marked.
5. Check that hand tools, jigs, cant hooks, and consumables are returned to storage points and that machine perimeters are clear for guarded operation.
6. Direct the Mill Floor Lead to dispatch cleanup for any failed item; recheck the area after correction.
7. Classify unresolved findings per Section 8 and record disposition.
8. Record all Pass/Fail results and notes on the checklist, sign the closeout, and file per shift-records retention.

8. Decision Tree

Decision Tree — Work Area Readiness & Housekeeping Inspection



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All fixed-route zones physically walked and recorded, none skipped.
- Aisles, egress, eyewash, and dust-station access verified unobstructed.
- Dust accumulation at or below facility combustible-dust threshold in all production zones.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Walking surfaces free of sawdust/bark buildup and offcuts		
No standing water or treating-solution spills on floors		
Aisles and emergency egress paths clear and marked		
Eyewash, extinguisher, and dust-cleanup stations accessible		
Machine perimeters (headrig/edger/planer/sorter) clear for guarded run		
Tools, jigs, and consumables returned to storage points		
Combustible-dust accumulation at or below facility threshold		

11. KPIs

- Pre-shift inspections completed before startup: 100%
- Zones passing on first inspection: $\geq 90\%$
- Recurring/repeat housekeeping findings per zone per week: ≤ 1

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-005 — Operational Equipment Availability Check

Estimated completion time: 20-40 minutes per shift start-up

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To confirm that the sawmill and wood-preservation equipment required for the upcoming production period — headrigs, edgers, trim saws, resaws, chippers, green chains, kilns, and treating-cylinder controls — is physically present, powered up, and formally released for use so the shift can begin without avoidable downtime.

2. Scope

Covers the shift-start verification that named production equipment is on-site, energized, and cleared for operation across the OD line at this facility. Excludes equipment condition/inspection (see ED-003), preventive-maintenance status (see PM-024), and mobile material-handling equipment pre-use checks (see WH-004).

3. Responsibilities

- Shift Lead (OD) — runs the availability walk-down, confirms release status, and authorizes line start-up.
- Line Operator — verifies assigned station equipment is present and responds at the controls, reports gaps to the Shift Lead.
- Maintenance Lead — confirms release/hold status of any equipment flagged in the PM or repair queue and communicates expected return-to-service time.

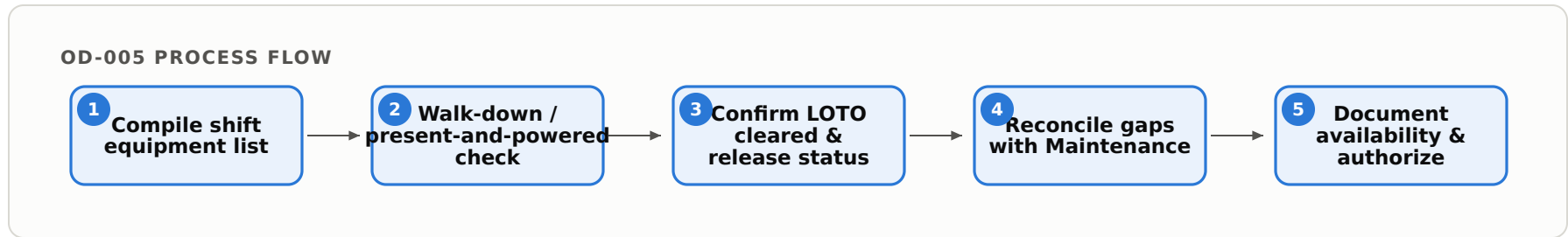
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, ANSI Z87.1 eye protection, hearing protection (mill floor), high-visibility vest, cut-resistant gloves, steel-toe footwear.
- LOTO: Verify all lockout/tagout devices from prior maintenance are cleared and the equipment is authorized for energization before it is counted as "available." Do not remove or bypass any lock; release is per the isolating authority only.

5. Regulatory References

- 29 CFR 1910.147 (The Control of Hazardous Energy — Lockout/Tagout) — release/re-energization verification.
- 29 CFR 1910.213 (Woodworking Machinery Requirements) — guarding present before release to run.
- 29 CFR 1910.212 (General Requirements for All Machines).
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

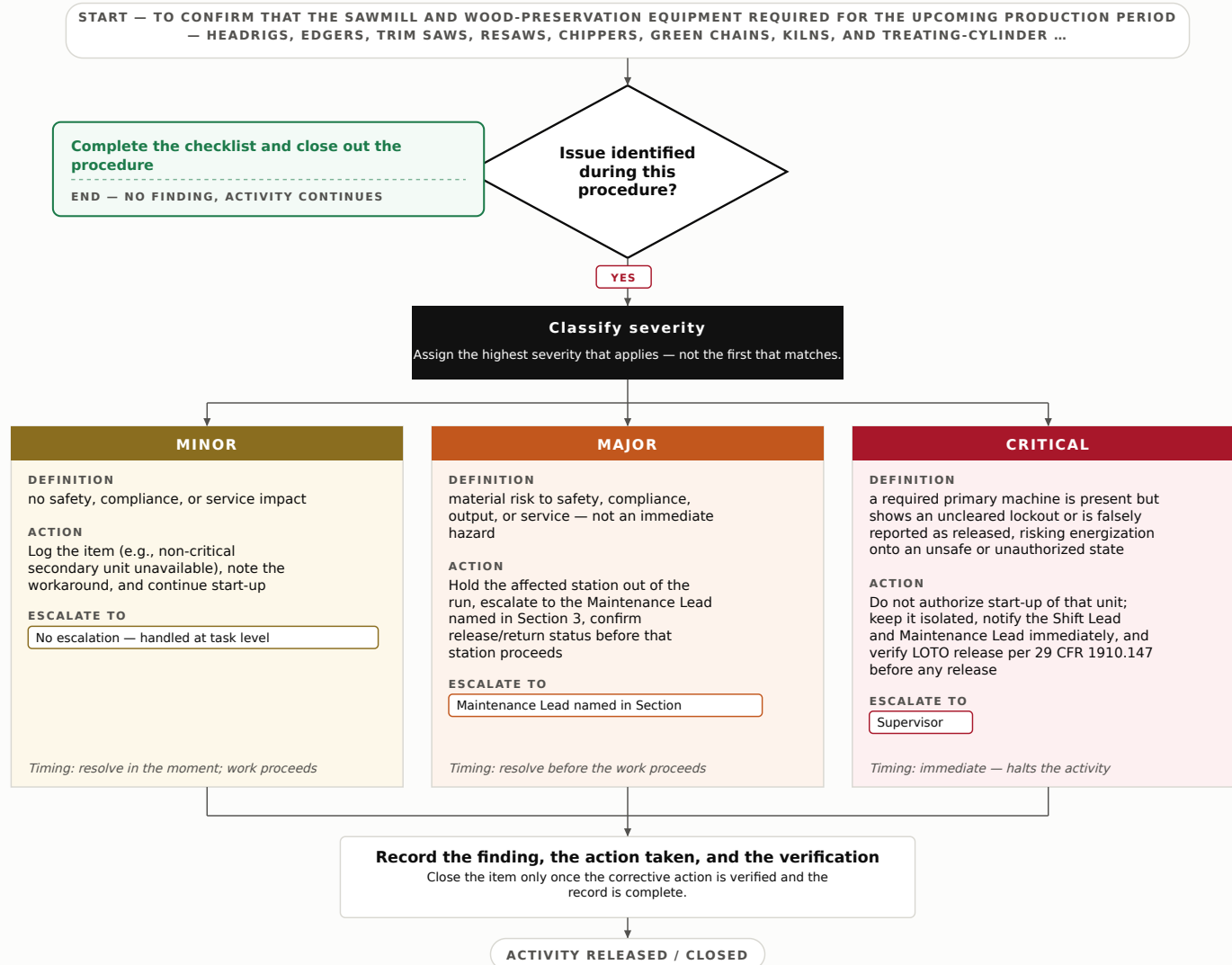


7. Step-by-Step Procedure

1. Pull the production schedule and derive the equipment list required for the period (breakdown line, edger/trim, resaw, chipper, green chain, applicable kiln or treating cylinder controls).
2. Walk the line by station; confirm each required unit is physically present and not removed for service.
3. At each unit, confirm main power/control is energized and the machine responds at idle (control panel live, drives ready) — do not run product.
4. Verify no active lockout/tagout devices remain and that any prior isolation has been formally released by the isolating authority per 29 CFR 1910.147.
5. Confirm guarding and interlocks are in place as a release precondition (condition assessment itself is per ED-003; here confirm release status only).
6. For any unit absent, de-energized, or on hold, contact the Maintenance Lead to confirm status per PM-024 and obtain an expected return-to-service time.
7. Determine whether the line can start with available equipment or requires a schedule adjustment; brief operators on any station out of service.
8. Record availability results, gaps, and release confirmations on the checklist and log start-up authorization.

8. Decision Tree

Decision Tree — Operational Equipment Availability Check



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every scheduled-period unit accounted for as present/absent against the equipment list.
- Each "available" unit confirmed energized and responsive at the control.
- All prior LOTO devices confirmed cleared and release formally authorized.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Equipment list compiled from period schedule		
All required units physically present on line		
Control power energized / machine responsive at idle		
Prior LOTO devices cleared, release authorized		
Guarding/interlocks present as release precondition		
Gaps reconciled with Maintenance (status + ETR)		
Availability documented and start-up authorized		

11. KPIs

- Equipment availability at scheduled shift start $\geq 98\%$.
- Unplanned start-up delay due to unavailable equipment ≤ 10 minutes per shift.
- Availability checklist completed before line start-up 100% of shifts.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

Phase 2 — Demand intake

OD-006 — Customer Order / Work Request Intake

Estimated completion time: 15-40 minutes per order

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To receive, verify, and log incoming customer orders and work requests for sawn lumber, dimensional stock, and preservative-treated wood products so that every job enters the production queue with complete, traceable specifications.

2. Scope

Covers intake and logging of customer orders and service requests — species, grade, dimensions, treatment/retention class, quantity, and delivery terms — from first receipt through creation of a numbered order record. Excludes acceptance/capability review (whether the mill can meet the spec or capacity), which is covered under OD-007.

3. Responsibilities

- Order Intake Clerk — receives orders, captures specifications, and creates the logged order record.
- Sales/Customer Service Coordinator — confirms customer identity, pricing terms, and delivery expectations with the requester.
- Operations Supervisor — resolves incomplete or conflicting order data and authorizes release into the production queue.

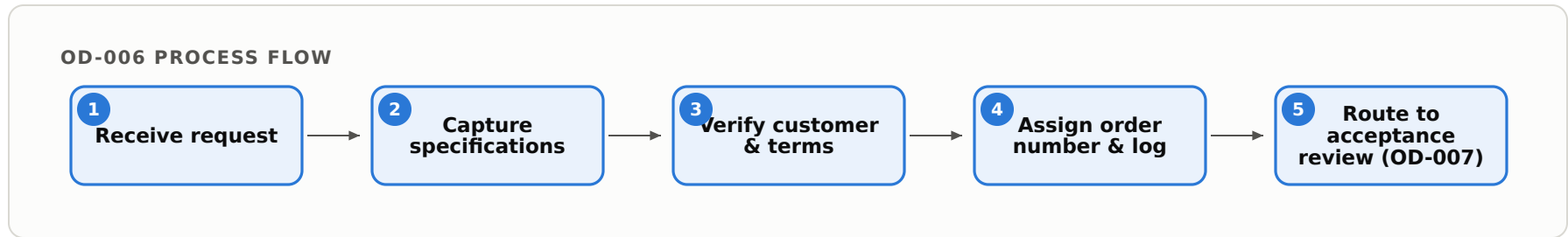
4. Required PPE & Lockout/Tagout

- Standard facility PPE if intake occurs on the mill floor; office-based intake requires none.
- Not applicable — no hazardous energy involved.

5. Regulatory References

- AWP U1 (Use Category System) and applicable treated-wood retention standards where preservative-treated product is ordered.
- EPA FIFRA treated-wood Consumer Information Sheet requirements for orders specifying preservative treatment.
- Internal Order Control Policy governs record format and retention.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

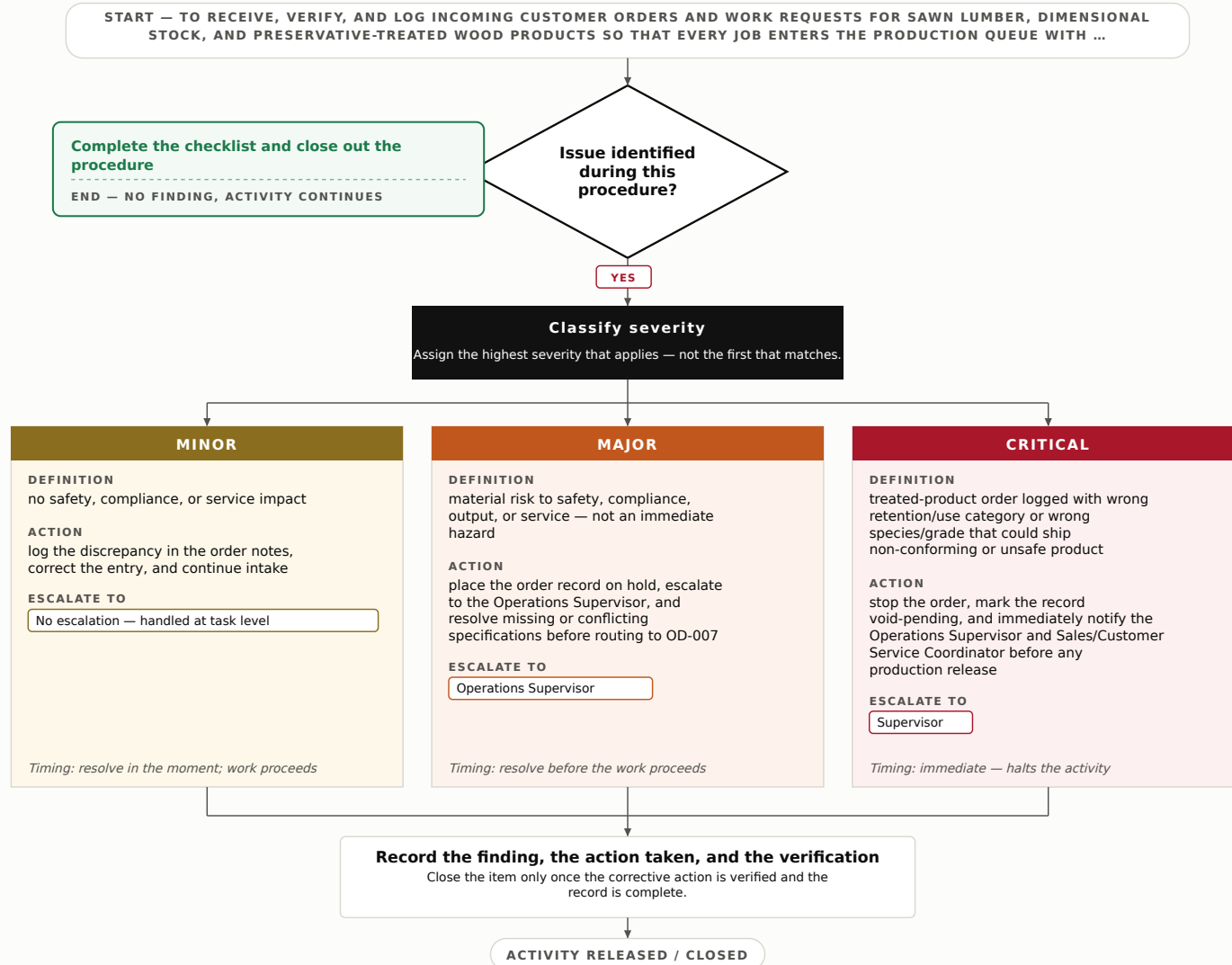


7. Step-by-Step Procedure

1. Receive the incoming order or work request via phone, email, portal, or wholesaler purchase order and record the channel and timestamp.
2. Identify the customer and confirm account details with the Sales/Customer Service Coordinator, flagging new or unverified accounts.
3. Capture product specifications: species, grade, nominal and actual dimensions, board footage or piece count, and moisture/surfacing requirements.
4. For treated product, capture use category, preservative type, and retention class per AWPA U1; note if a Consumer Information Sheet is required.
5. Record delivery terms — requested ship date, destination, and freight/wholesaler channel (423310).
6. Cross-check the request for completeness and internal consistency (e.g., grade vs. intended use, quantity vs. stated units).
7. Assign a unique order number and create the logged order record in the order-control system.
8. Document the completed record, attach source correspondence, and route to acceptance/capability review per OD-007.

8. Decision Tree

Decision Tree — Customer Order / Work Request Intake



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All mandatory specification fields captured before an order number is assigned.
- Treated-product orders carry correct AWPA use category and retention data.
- Customer identity and delivery terms confirmed and attached to the record.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Order channel and receipt timestamp recorded		
Customer/account verified		
Species, grade, dimensions, quantity captured		
Treatment/retention class recorded (if applicable)		
Delivery date and destination logged		
Unique order number assigned		
Source correspondence attached to record		

11. KPIs

- Order intake accuracy (records requiring later correction) $\leq 2\%$.
- Intake-to-logged turnaround ≤ 1 business hour for complete requests.
- Orders logged with all mandatory fields on first pass $\geq 98\%$.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-007 — Order Verification & Acceptance Review

Estimated completion time: 30-90 minutes per order

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To confirm that every incoming lumber or wood-preservation order is fully specified, technically achievable on available mill and treating equipment, and commercially acceptable before the mill commits to producing it — preventing rework, off-spec shipments, and margin loss.

2. Scope

Covers verification of order scope, product specification (species, grade, nominal/dressed dimension, moisture content, treatment/retention class), mill and treating-cylinder capability, and commercial terms prior to formal acceptance. Excludes order logging, which is covered under OD-006, and production scheduling, which is covered under OD-008.

3. Responsibilities

- Order Review Coordinator (Operations) — leads the verification, confirms specification completeness, and issues accept/hold decision.
- Mill Superintendent — confirms production capability, grade yield, and treating-cylinder/kiln availability for the requested spec.
- Sales/Contracts Liaison — confirms commercial terms (volume, price, delivery window, tolerances) and resolves customer clarifications.

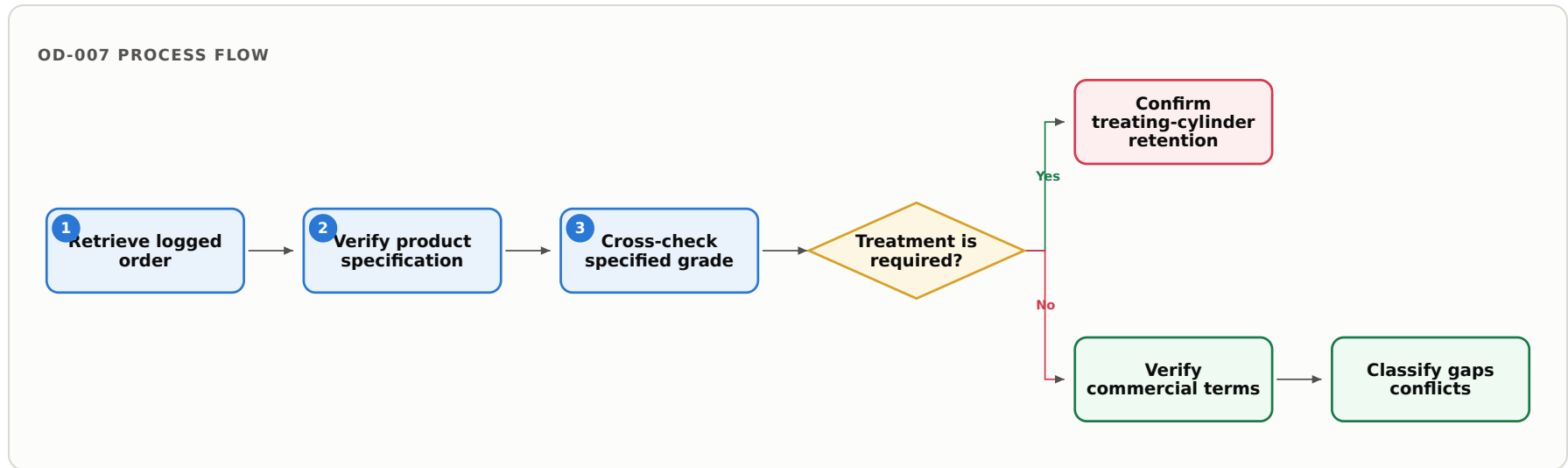
4. Required PPE & Lockout/Tagout

- Standard facility PPE if the review requires floor or treating-yard walk-down (hi-vis, safety glasses, hard hat, foot protection); office review requires none.
- Not applicable — no hazardous energy involved in this administrative review task.

5. Regulatory References

- U.S. DOC Voluntary Product Standard PS 20 (American Softwood Lumber Standard) — grade and dimension basis.
- AWP A U1 (Use Category System) — treatment/retention requirements for preserved wood.
- ALSC grade-stamp / accredited-agency rules for graded lumber claims.
- 40 CFR 262 (RCRA generator provisions) where treatment chemistry commitments apply.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

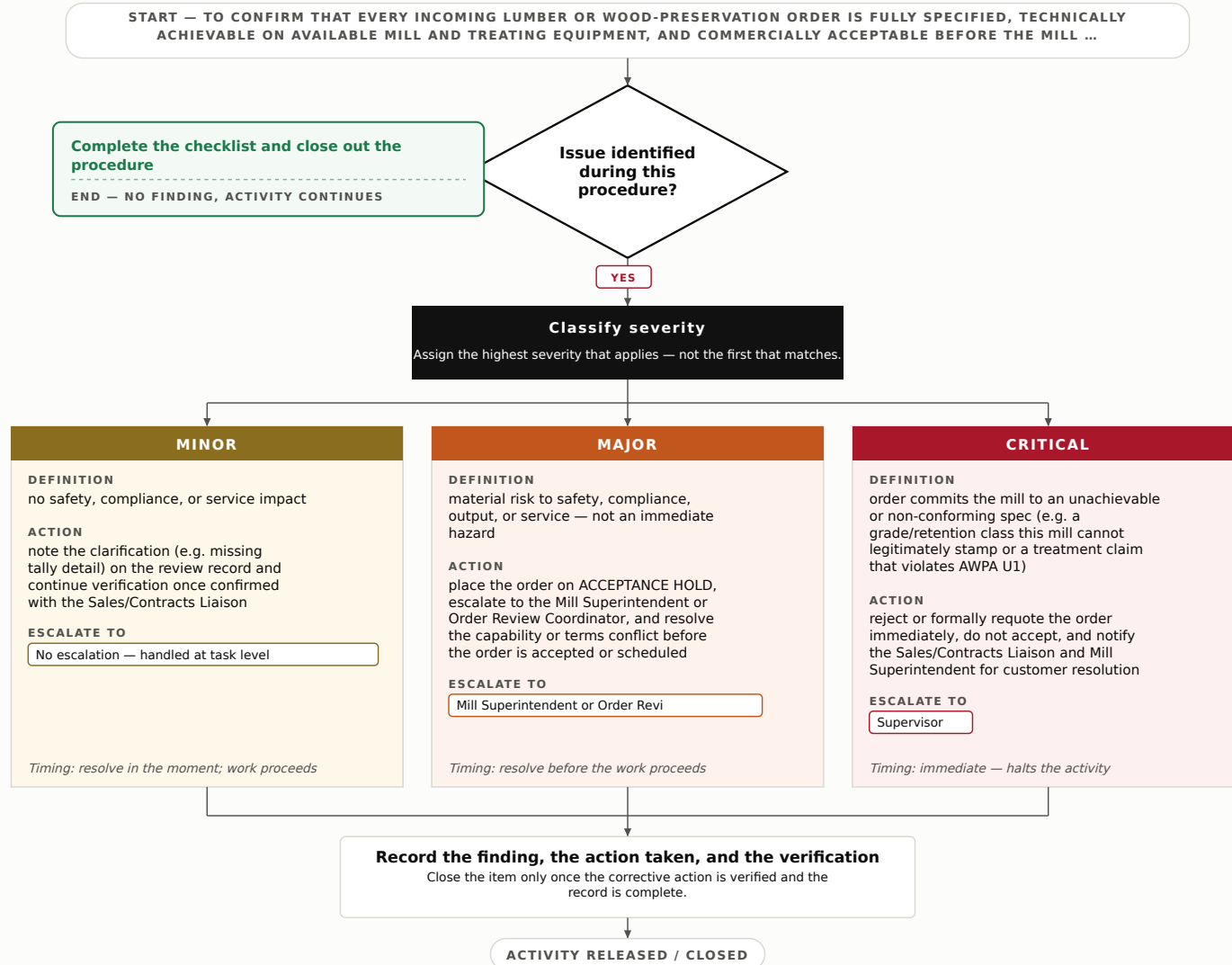


7. Step-by-Step Procedure

1. Retrieve the logged order package (reference OD-006) and confirm the customer, requested volume, and requested delivery window are present.
2. Verify product specification is complete and unambiguous: species, grade, nominal and dressed dimension, moisture target (KD/AD/green), and — if preserved — AWWPA use category and retention class.
3. Cross-check the specified grade and dressing against PS 20 / ALSC grade definitions to confirm the claim is producible and stampable at this mill.
4. Confirm mill capability with the Mill Superintendent: available log furnish from suppliers, headrig/edger capacity for the profile, kiln schedule, and expected grade yield.
5. If treatment is required, confirm treating-cylinder retention capability and chemistry availability meets the specified AWWPA use category.
6. Verify commercial terms with the Sales/Contracts Liaison: price, quantity tolerance, dimensional tolerance, delivery channel (per 423310 wholesaler), and any penalty/rejection clauses.
7. Classify any gaps or conflicts per the Decision Tree and resolve before acceptance.
8. Record the accept/hold decision, the verified specification summary, and sign-off; route accepted orders to scheduling (OD-008).

8. Decision Tree

Decision Tree — Order Verification & Acceptance Review



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Specification fields complete and grade claim producible per PS 20/ALSC.
- Mill and treating capability confirmed by Superintendent for the requested spec and volume.
- Commercial terms (tolerances, delivery window, penalties) verified and documented.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Species, grade, dimension, and moisture target fully specified		
Grade/dressing claim producible and stampable (PS 20 / ALSC)		
Treatment use category & retention confirmed (AWPA U1, if applicable)		
Mill/kiln/treating capability confirmed by Superintendent		
Log furnish availability adequate for volume		
Commercial terms and tolerances verified		
Accept/hold decision recorded and signed		

11. KPIs

- Orders verified before acceptance: 100%
- Accepted orders later returned as off-spec due to review miss: $\leq 1\%$
- Average verification turnaround: ≤ 1 business day per order

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-008 — Job Scheduling & Sequencing

Estimated completion time: 30–60 minutes per scheduling cycle (daily/shift-level)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Place accepted sawmill and wood-preservation work orders into the operating schedule so that green sawing, kiln drying, and pressure-treatment runs meet customer due dates and priority commitments while keeping saw lines, kilns, and treatment cylinders productively loaded.

2. Scope

Covers sequencing of accepted cut lists, drying loads, and preservative-treatment charges across the daily/weekly operating schedule against priority, due date, species/grade, and moisture or retention batching. Excludes assignment of operators and machine centers to scheduled work, which is covered under OD-009; excludes maintenance and PM slotting, which is covered under PM-008.

3. Responsibilities

- Production Scheduler — builds and sequences the operating schedule, resolves due-date conflicts, and releases jobs to the floor.
- Operations Manager — approves priority overrides, expedite requests, and schedule changes affecting committed ship dates.
- Shift Lead — confirms floor readiness, reports run completions and delays back to the scheduler for resequencing.

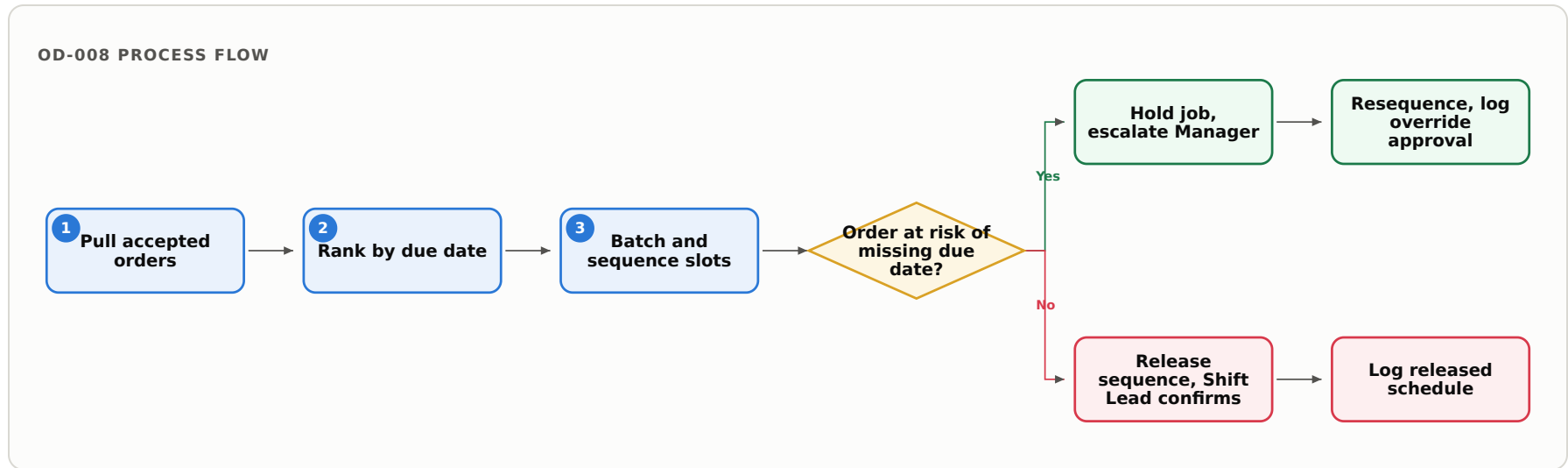
4. Required PPE & Lockout/Tagout

- Standard facility PPE if entering the mill floor to verify status (hard hat, eye and hearing protection, hi-vis); office-based scheduling requires none.
- Not applicable — scheduling is a planning task and involves no hazardous energy or equipment lockout.

5. Regulatory References

- 29 CFR 1910.265 (OSHA Sawmills) — general operational context for run sequencing on mill equipment.
- AWPAs Use Category System / treatment standards — governs retention and treatment-cycle batching that constrains sequence of preservation charges.
- None additional sector-specific for scheduling itself; internal Operations scheduling policy applies.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

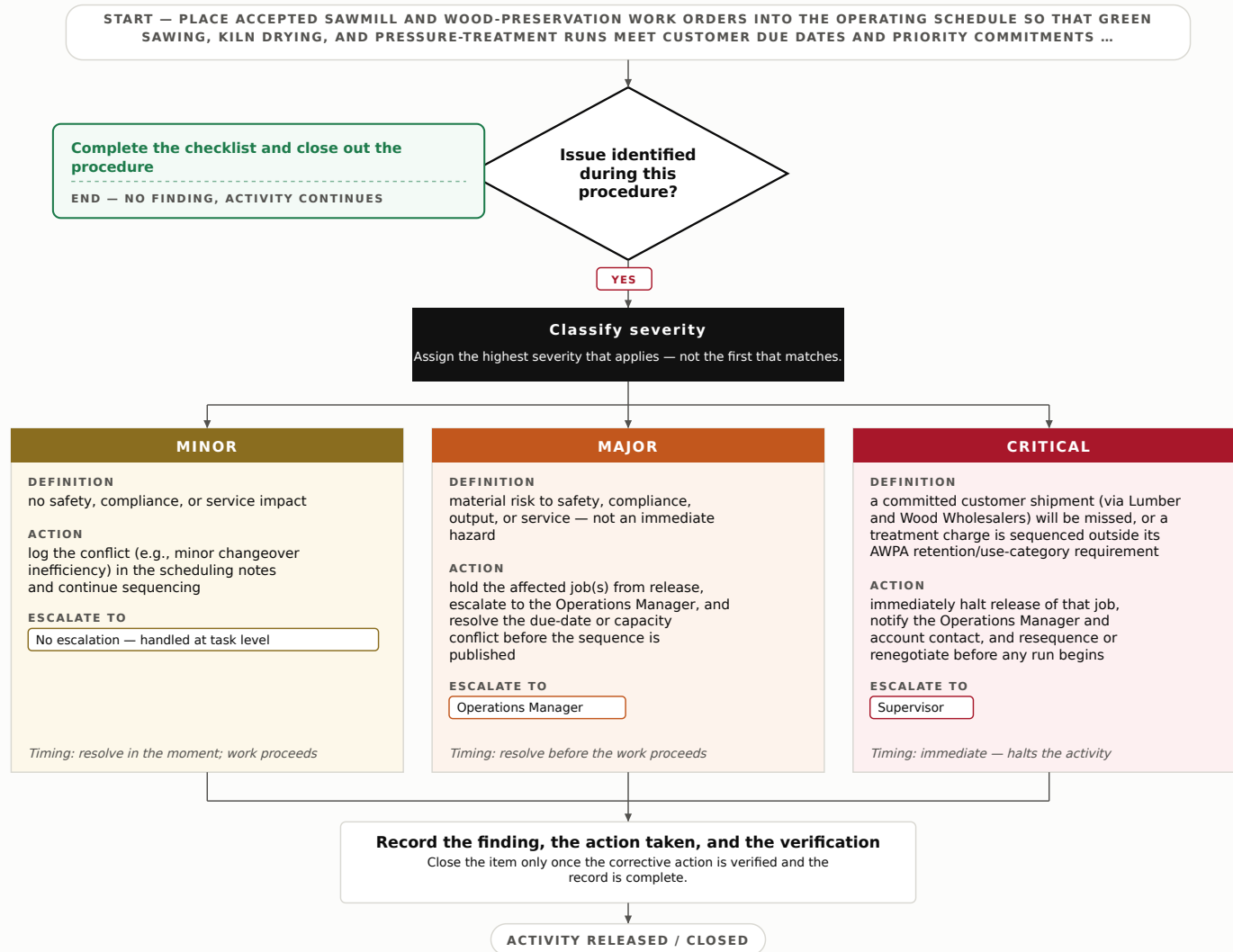


7. Step-by-Step Procedure

1. Pull all accepted work orders from the order queue and confirm each carries a due date, quantity, species, grade, target moisture content, and (where applicable) treatment retention/use category.
2. Rank orders by committed due date, then by customer/contract priority flag, then by first-in date to break ties.
3. Group compatible jobs into batches — like species and dimension for saw lines, like moisture targets and schedules for kilns, like preservative and retention for treatment charges — to minimize changeovers.
4. Check available capacity for each stage against the working calendar; block any windows already reserved for maintenance per PM-008.
5. Sequence batches into open line, kiln, and cylinder slots, honoring cure/dwell and kiln-cycle durations so downstream stages are not starved or overloaded.
6. Flag any order at risk of missing its due date; route expedite or reprioritization decisions to the Operations Manager for approval.
7. Release the finalized sequence to the floor and confirm Shift Lead acknowledgment of the next run set.
8. Document the released schedule, any priority overrides, and their approvals in the scheduling log.

8. Decision Tree

Decision Tree — Job Scheduling & Sequencing



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every accepted order in the sequence carries a valid due date and priority flag.
- Batches respect species, moisture, and treatment-retention compatibility rules.
- No scheduled run overlaps a PM-008 maintenance reservation or exceeds stage capacity.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
All accepted orders have due date, quantity, species, grade		
Priority ranking applied and tie-breaks documented		
Batches grouped by kiln schedule / treatment retention		
Sequence within line, kiln, and cylinder capacity		
Maintenance windows (PM-008) not overbooked		
At-risk due dates flagged and escalated		
Released schedule logged with approvals		

11. KPIs

- On-time schedule adherence to committed due dates $\geq 95\%$
- Changeover/setup batching efficiency — sequenced changeovers within 5% of optimal
- Schedule stability — unplanned resequences after release ≤ 2 per week

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-009 — Resource & Capacity Allocation

Estimated completion time: 45-90 minutes per shift-planning cycle

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Assign operators, mobile equipment, milling machinery, and yard/deck space to the work already scheduled so that each planned run has confirmed, real-world capacity before it starts — preventing overbooked headrigs, kilns loaded beyond charge rating, and green-chain bottlenecks at a sawmill and wood-preserving operation.

2. Scope

Covers matching required people, equipment (headrig, edger, trimmer, planer, forklifts, kilns, treating cylinders), and physical space (log deck, green sorter, dry-shed, treated-lumber storage) to scheduled work and validating that stated capacity is actually available. Excludes staffing presence and attendance confirmation, which is covered under OD-003, and the sequencing/order of scheduled work, which is covered under OD-008.

3. Responsibilities

- Production Superintendent (OD) — owns the shift allocation plan; approves final assignment of machine centers, kilns, and crews to scheduled runs.
- Yard/Logistics Lead — confirms log-deck, green-sorter, and treated-storage space is physically open and reserves forklifts and mobile equipment.
- Maintenance Lead — verifies that assigned machinery and kilns are in service (not tagged out or in the PM queue) before capacity is committed.

4. Required PPE & Lockout/Tagout

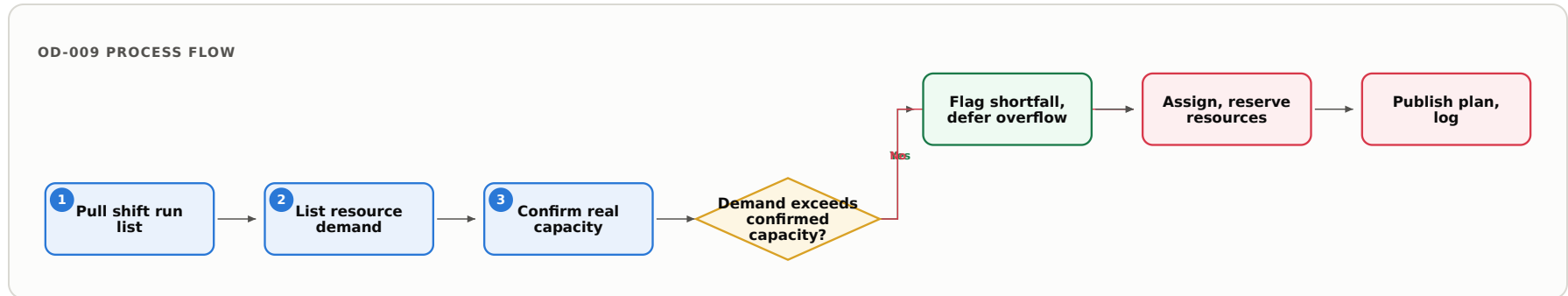
- Standard facility PPE for any floor/yard walkdown during allocation: hard hat, hi-vis vest, safety glasses, hearing protection, steel-toe boots.
- Not applicable — this is a planning task; no hazardous energy is controlled here. Any equipment already under LOTO is treated as unavailable capacity per Maintenance Lead confirmation.

5. Regulatory References

- 29 CFR 1910.265 (Sawmills) — machine and yard capacity/clearance considerations
- 29 CFR 1910.147 (The Control of Hazardous Energy / LOTO) — equipment showing as tagged out is unavailable capacity
- 29 CFR 1910.178 (Powered Industrial Trucks) — forklift assignment must respect rated capacity and trained operators
- AWP Use Category / treating standards and EPA FIFRA labeling — kiln/treating-cylinder charge limits per product spec

- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

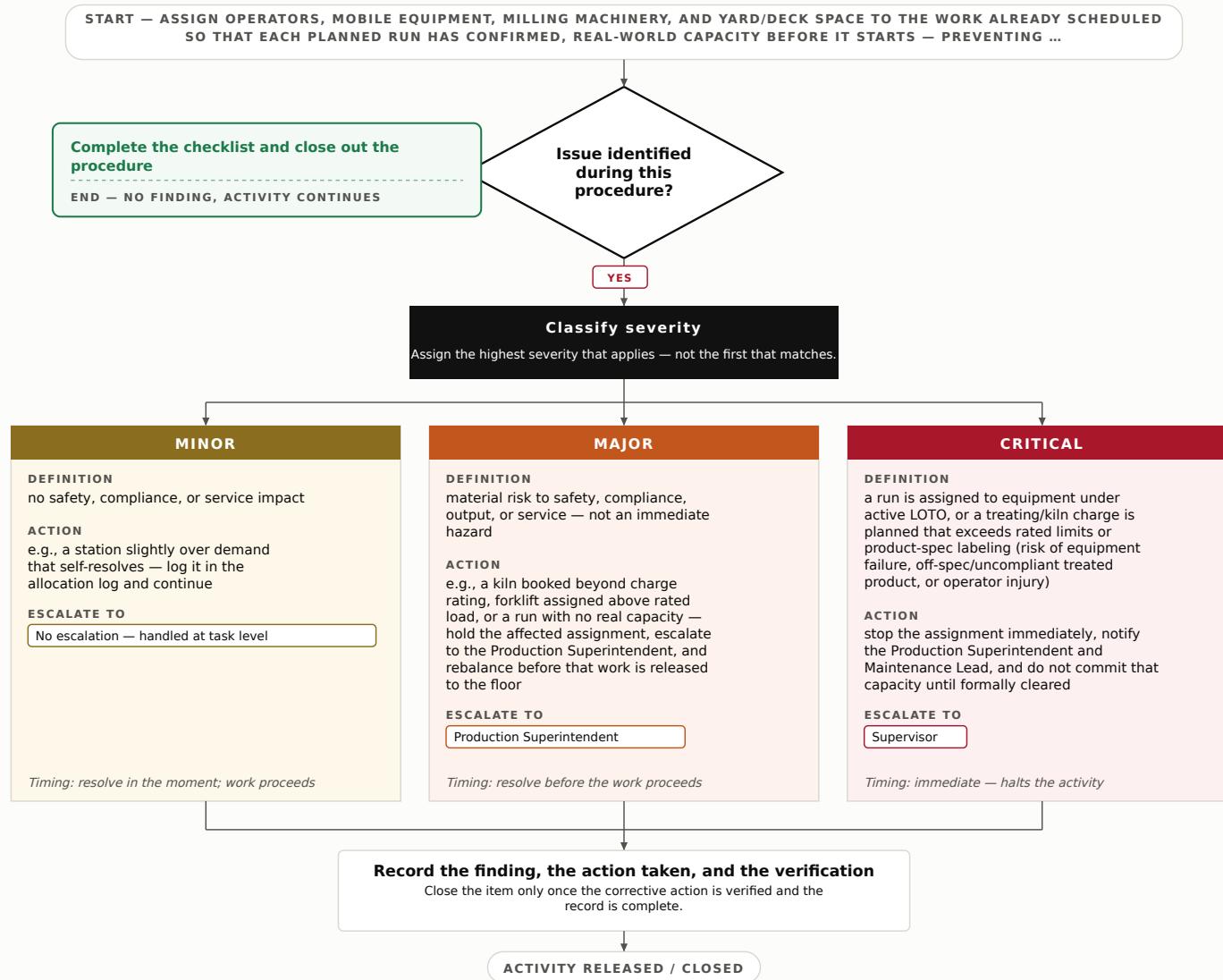
6. Process Flow



7. Step-by-Step Procedure

1. Pull the confirmed schedule of runs for the shift/day from the production board (sequence owned by OD-008; do not re-sequence here).
2. For each run, list required resources: crew count by station, machine centers (headrig, edger, trimmer, planer), mobile equipment (forklifts by rated load), kiln or treating-cylinder charges, and required staging/storage footprint.
3. Confirm equipment availability with Maintenance Lead — exclude any unit in the PM queue or under LOTO; note remaining rated machine-hours for each center.
4. Confirm kiln/treating capacity against charge ratings and current occupancy; verify a charge will physically fit and complete within the shift window.
5. Confirm space with Yard/Logistics Lead — validate open log-deck, green-sorter lanes, dry-shed, and treated-storage bays in board-feet or footprint, not assumed capacity.
6. Match demand to confirmed capacity; where demand exceeds real capacity, flag the shortfall and adjust assignments within available resources (defer overflow to the next cycle, do not overbook).
7. Publish the allocation plan (assignment sheet by station/equipment/space) to the Production Superintendent for approval and to the floor.
8. Document all assignments, confirmed capacities, exceptions, and any deferred work in the shift allocation log with time, initials, and reason for any shortfall.

8. Decision Tree

Decision Tree — Resource & Capacity Allocation**READING THIS TREE**■ **No finding**

Activity stands. Complete the checklist and continue.

■ **Minor**

Handled in place at task level; no escalation.

■ **Major**

Supervisory decision required before the next stage.

■ **Critical**

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every scheduled run has a named crew, equipment, and space assignment before shift start.
- Every assigned machine center and kiln is confirmed in-service by Maintenance Lead (not in PM queue / not under LOTO).
- No kiln/treating charge or forklift assignment exceeds its rated capacity.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Scheduled run list pulled and each run resourced		
Machine-center availability confirmed with Maintenance Lead		
Kiln/treating charge capacity within rated limits		
Forklift/mobile equipment assigned within rated load		
Yard/deck/storage space physically confirmed open		
Shortfalls flagged and rebalanced within real capacity		
Allocation plan published and log documented		

11. KPIs

- Runs with confirmed capacity before shift start $\geq 98\%$
- Capacity overbooking incidents (kiln/equipment/space) ≤ 1 per month
- Allocation plan published before shift start $\geq 95\%$ of cycles

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-010 — Incoming Material / Supply Verification

Estimated completion time: 20-45 minutes per inbound load

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Confirm that inbound logs, sawn lumber, resins, and mill/machinery parts match the purchase order in identity, quantity, and physical condition before they are accepted into the sawmill, so that unusable, damaged, or mis-shipped material is intercepted at the receiving point.

2. Scope

Covers verification of inbound raw logs, rough/dimensional lumber, preservative and adhesive resins, and woodworking-machinery parts against the PO, packing slip, and visible condition at the receiving station. Excludes spec-conformance and grade/moisture testing (covered under QC-003), putaway (WH-006), and the formal dock count (SH-008).

3. Responsibilities

- Receiving Operator (OD) — matches load to PO, checks quantity and condition, records findings, and stages accepted material.
- Yard/Operations Lead — adjudicates discrepancies, authorizes acceptance or rejection, and coordinates supplier callbacks.
- EHS/Chemical Handler — verifies SDS and container integrity for inbound preservative and resin shipments prior to acceptance.

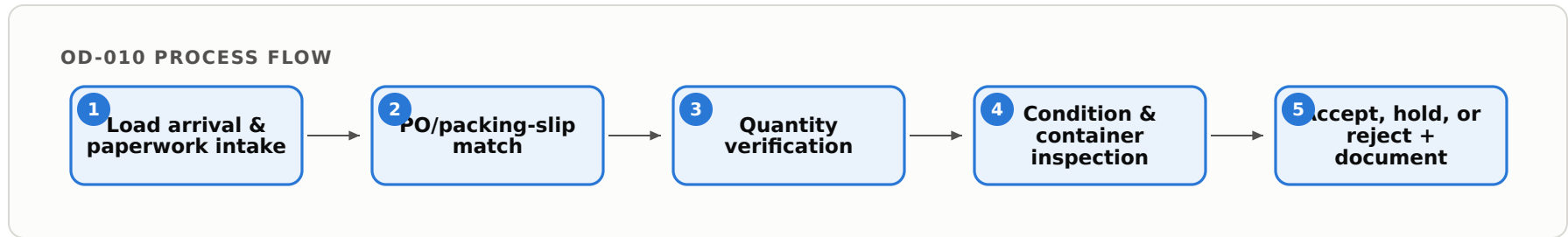
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, high-visibility vest, cut-resistant gloves, safety glasses, steel-toe boots; chemical-resistant gloves and apron when inspecting resin/preservative containers.
- Not applicable — no hazardous energy controlled during this verification task; log-handling equipment remains under operator control per its own LOTO procedure.

5. Regulatory References

- 29 CFR 1910.1200 (Hazard Communication — SDS verification for inbound resins/preservatives)
- 29 CFR 1910.261 (Pulp, Paper, and Paperboard Mills — applicable handling provisions) and general 29 CFR 1910 Subpart N (materials handling)
- 40 CFR 165 (storage/handling of pesticidal wood-preservative chemicals, where applicable)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

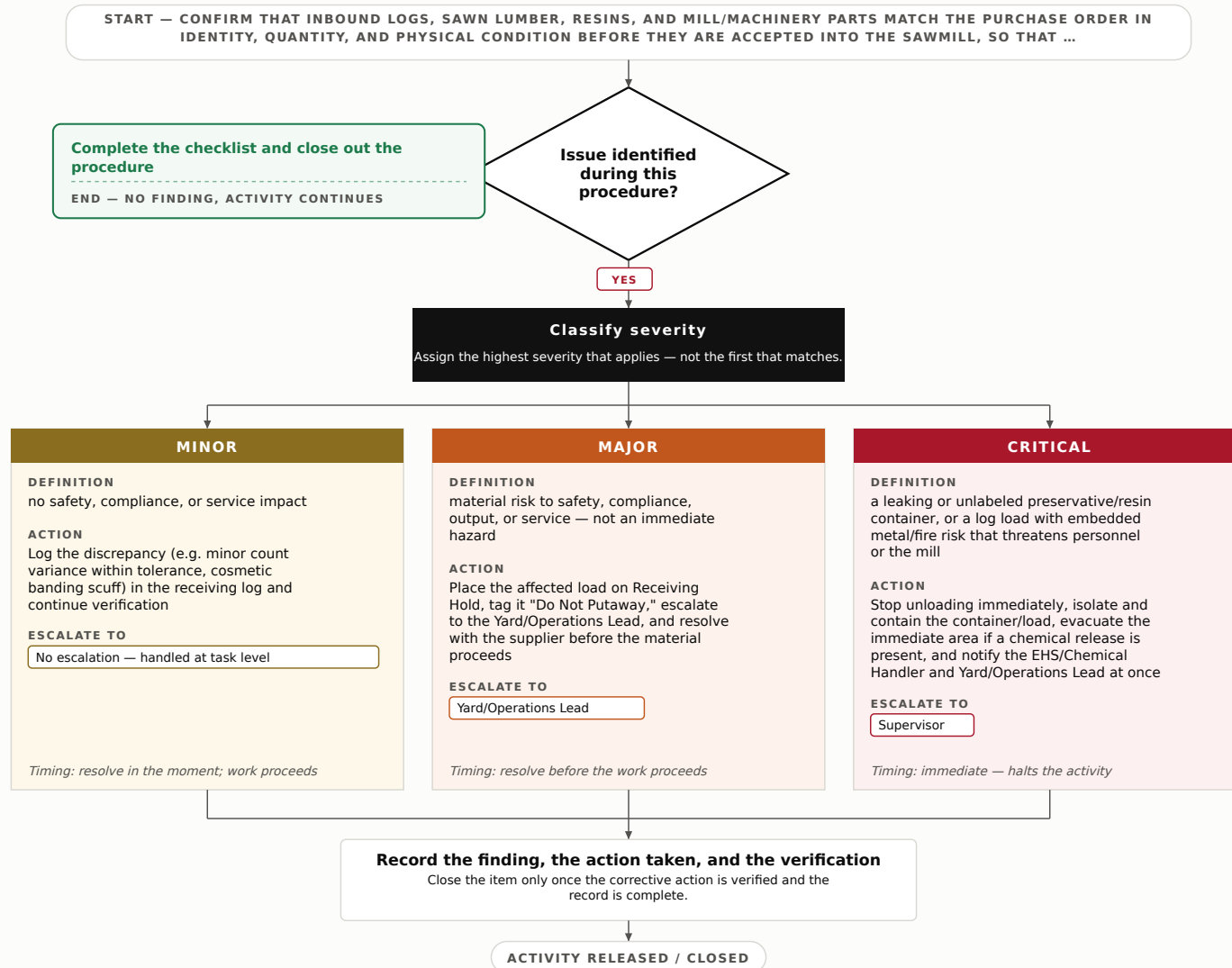


7. Step-by-Step Procedure

1. Receive the driver's packing slip and bill of lading; pull the matching purchase order in the receiving system.
2. Confirm supplier identity and material description against the PO — log species/length bundles from logging or sawmill suppliers, resin lot/grade, or machinery part numbers.
3. Verify piece/bundle/unit count or scaled log volume against the PO quantity; note any short or over shipment.
4. Inspect condition: logs for excessive rot, insect damage, or foreign metal; lumber bundles for crushing, water staining, or banding failure; resin drums/totes for leaks, dents, and intact seals; parts for shipping damage.
5. For resin and preservative shipments, confirm SDS is present and container labels match the ordered chemical before acceptance (EHS/Chemical Handler).
6. Route any grade, species-authenticity, or moisture questions to QC-003; do not perform conformance testing here.
7. Mark the load Accepted, Hold, or Rejected; stage accepted material for downstream putaway (WH-006) and initiate the dock count (SH-008) as applicable.
8. Record verification results, discrepancy notes, and disposition in the receiving log with date, load ID, and operator initials.

8. Decision Tree

Decision Tree — Incoming Material / Supply Verification



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- PO, packing slip, and physical material identity all agree before acceptance.
- Verified quantity is within agreed receiving tolerance and documented.
- All resin/preservative containers have matching labels and current SDS on file.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
PO / packing slip matches physical load		
Supplier and material identity confirmed		
Quantity / scaled volume within tolerance		
Logs/lumber free of visible damage, rot, or foreign metal		
Resin/preservative containers intact, sealed, labeled		
SDS present for inbound chemicals		
Disposition recorded in receiving log		

11. KPIs

- Receiving verification accuracy (accepted loads later flagged as discrepant) $\geq 98\%$
- Discrepancies documented at receipt vs. discovered downstream $\geq 95\%$ caught at dock
- Average verification time per load ≤ 45 minutes

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

Phase 3 — Execution

OD-011 — Standard Work Execution & Process Adherence

Estimated completion time: 30-60 minutes per shift-line audit; ongoing during production run

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure ensures sawmill and treatment operators perform work to the documented standard method — established headrig/edger/resaw sequences, kiln schedules, and preservative treatment cycles — so that output is consistent, repeatable, and any drift from the defined method is caught and recorded before it propagates across a run.

2. Scope

Covers execution of the current standard work instruction at each Operations workstation (debarking, primary breakdown, edging/trimming, drying, and preservative treatment) and the identification and logging of deviations from that method. Excludes in-process quality checks, which are covered under QC-007, and safe-work method, which is covered under SD-005.

3. Responsibilities

- Line Operator — executes the posted standard work instruction for the station; records observed deviations from the defined method.
- Shift Lead (OD) — verifies each station is running to the current revision of the standard method; adjudicates and dispositions logged deviations.
- Operations Supervisor — owns the master standard work library, authorizes method changes, and signs off on deviation closure.

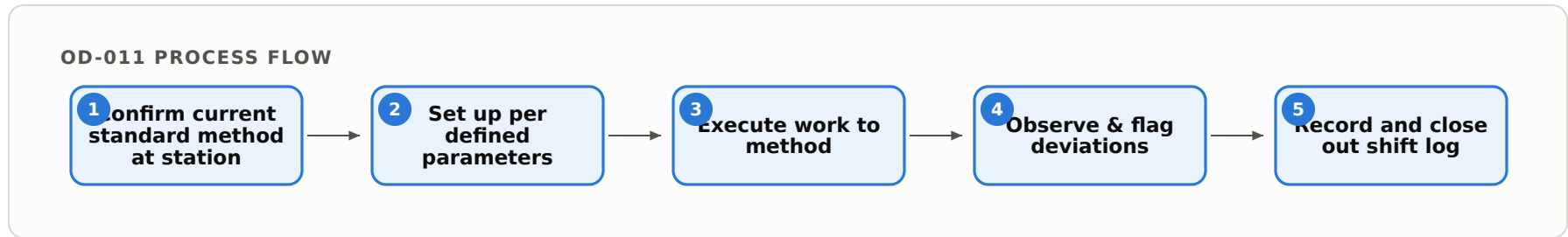
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, safety glasses, hearing protection, cut-resistant gloves, steel-toe boots; hi-vis vest in mobile-equipment zones.
- LOTO not invoked by this procedure itself; if a deviation requires physical adjustment inside a guard or at hazardous energy, apply lockout/tagout per SD-005 before contact.

5. Regulatory References

- 29 CFR 1910.265 (Sawmills) — general operating requirements applicable to sawmill work.
- 29 CFR 1910.147 (The Control of Hazardous Energy) — referenced only for hand-off to SD-005.
- 40 CFR 262 / EPA FIFRA label requirements — governing use of wood preservatives (e.g., CCA, ACQ) where treatment is performed.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

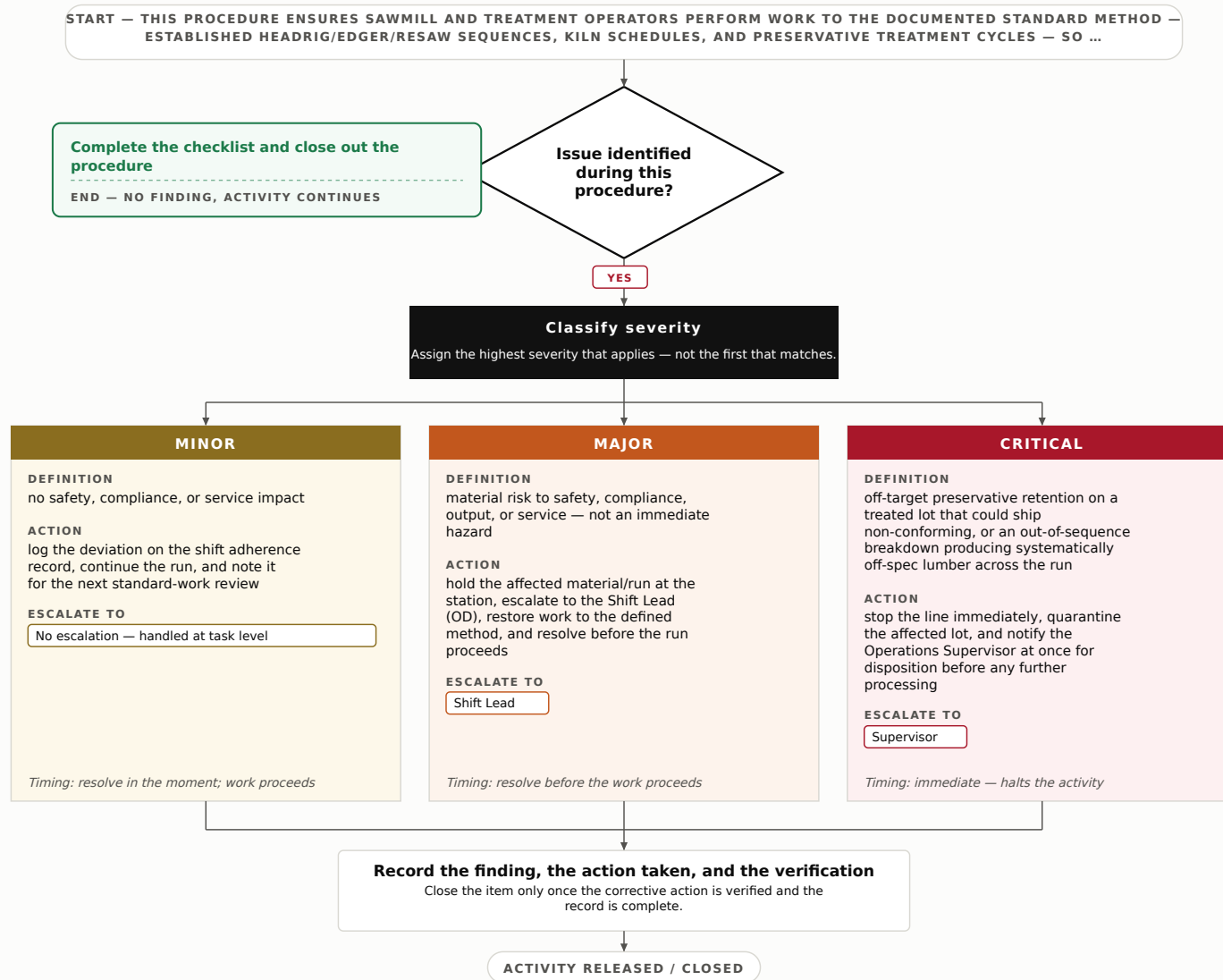


7. Step-by-Step Procedure

1. At shift start, pull the posted standard work instruction for the station and confirm it matches the current revision in the master library (verify revision number and date).
2. Confirm setup parameters against the method sheet: feed rate, saw kerf/blade selection, edger set-width, kiln schedule ID, or preservative retention target as applicable to the station.
3. Run a first-piece or first-cycle against the defined method and confirm the process behaves within the documented parameters (conformance testing handed to QC-007).
4. Execute production to the defined sequence; do not vary feed speed, cut order, or cycle timing from the method without Shift Lead authorization.
5. During the run, monitor for deviations from the defined method (drift in feed rate, out-of-sequence steps, off-schedule kiln temp, retention outside target) and flag them as observed.
6. Classify any identified deviation using the Decision Tree (Section 8) and take the routed action.
7. Log each deviation on the shift Standard Work Adherence record: station, time, method parameter affected, disposition, and responsible role.
8. At shift end, review the log with the Shift Lead, confirm all deviations are dispositioned, and sign off; forward unresolved items to the Operations Supervisor.

8. Decision Tree

Decision Tree — Standard Work Execution & Process Adherence



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Station is running the current revision of the standard work instruction.
- Setup parameters match the method sheet at run start.
- All observed method deviations are logged with a disposition.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Posted standard work instruction matches current master revision		
Setup parameters (feed rate / kerf / set-width / schedule ID / retention) confirmed		
Work performed in the defined sequence for the station		
Deviations observed during run were flagged in real time		
Shift adherence log complete with dispositions		
Major/Critical deviations escalated to named role		
Affected material held/quarantined where required		

11. KPIs

- Standard-method adherence rate $\geq 98\%$ of monitored runs conform to defined parameters.
- Deviation logging completeness = 100% of identified deviations recorded with disposition.
- Unresolved Critical deviations at shift close = 0.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-012 — Work-in-Progress Tracking & Status Update

Estimated completion time: 15-30 minutes per shift-end update cycle

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To record and make visible the current production status of every active job — green lumber, kiln charges, and treated stock — moving through the mill, so that Operations can coordinate hand-offs, honor delivery commitments, and prevent lost or stalled lots.

2. Scope

Covers logging job identity, current stage, location, and hold status for active work-in-progress from log intake through finished-goods staging, and maintaining the shared WIP status board/system. Excludes throughput and cycle-time measurement, which is covered under OD-014, and quality/spec data capture, which is covered under QC-027.

3. Responsibilities

- Yard/Production Lead — updates WIP status at each stage hand-off and at shift end; verifies lot tags match the board.
- Kiln/Treatment Operator — records charge start/finish and current stage (drying, cooling, treating, fixation) for lots in their care.
- Operations Supervisor — reviews the WIP board each shift, resolves stalled or mislocated lots, and authorizes status corrections.

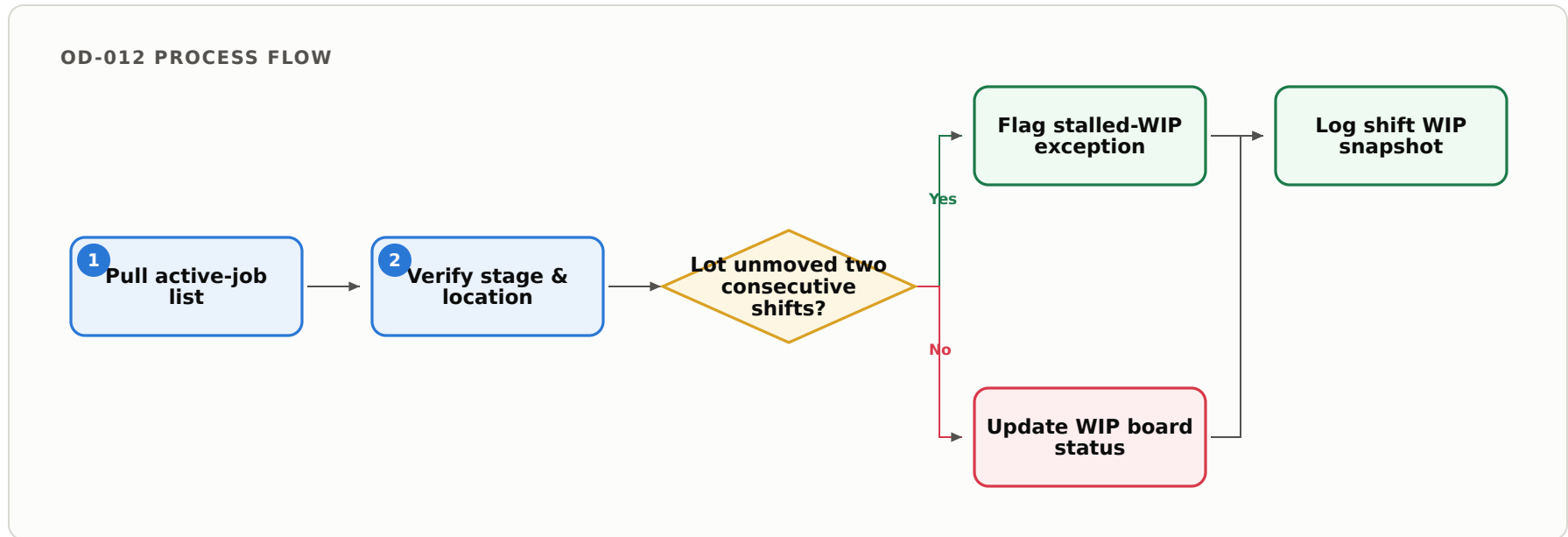
4. Required PPE & Lockout/Tagout

- Standard facility PPE (hard hat, hi-vis, safety footwear, eye protection) when walking the yard, kiln aisles, or treatment area to verify lot status.
- Not applicable — no hazardous energy involved; this is a recording and coordination task performed away from live equipment.

5. Regulatory References

- None sector-specific to WIP status recording; internal Operations records policy applies. Where treated-wood lots are tracked, AWWA Use Category records and OSHA 29 CFR 1910.1200 (Hazard Communication) chemical-lot identification obligations may bear on status labeling.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

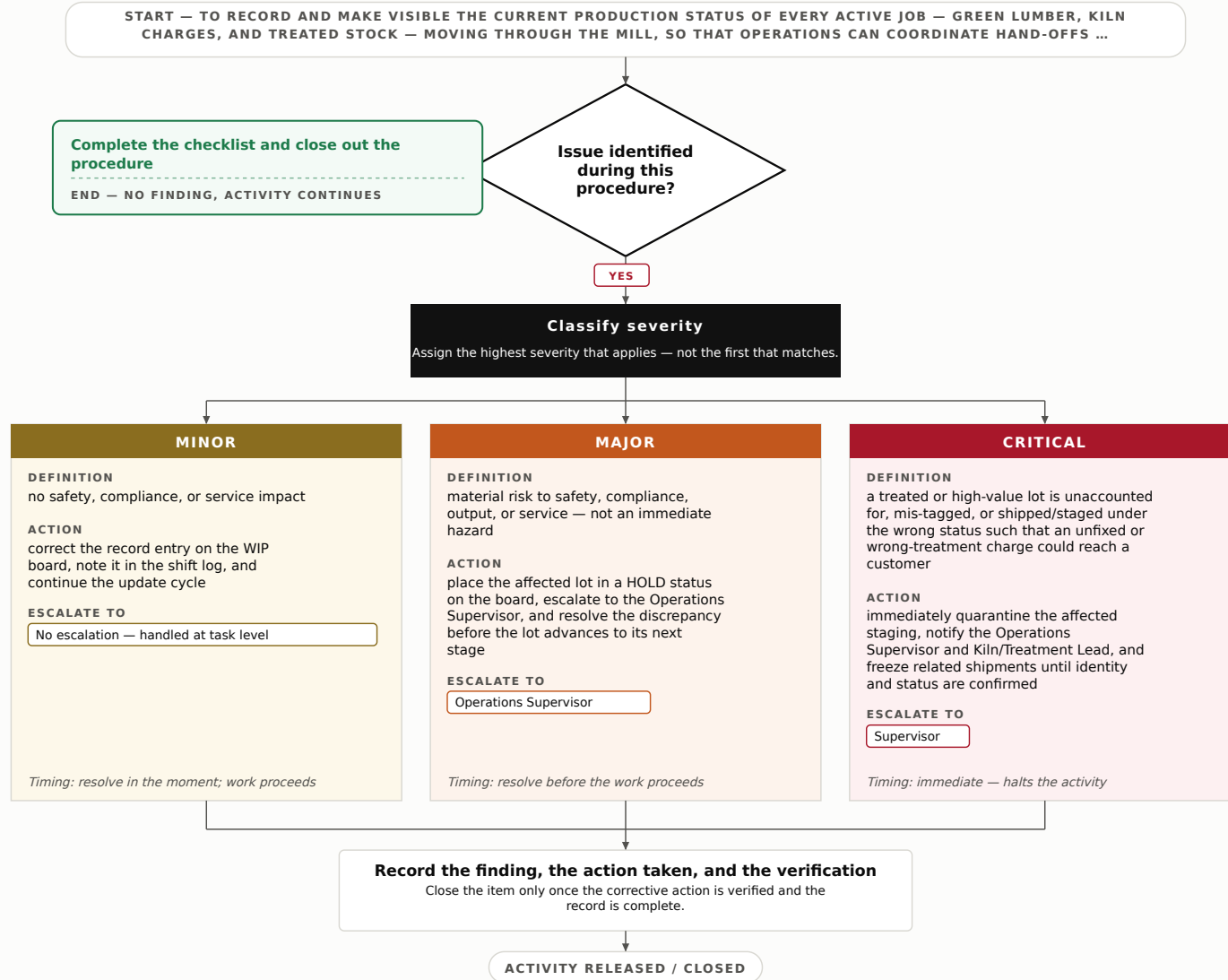


7. Step-by-Step Procedure

1. Pull the current active-job list from the WIP board/system and reconcile against physical lot tags on green lumber, kiln charges, and treated bundles.
2. Walk each production zone (log deck, breakdown, sorter/stacker, kiln bay, treatment cylinder, staging) and confirm each lot's actual location matches its recorded location.
3. For each active lot, record its current stage code (e.g., SAWN, DRYING, COOLING, TREATED-FIXATION, STAGED-FOR-SHIP) and the responsible operator.
4. Note any lot on hold, its reason (e.g., awaiting kiln space, pending grade check per QC-027, moisture recheck), and expected release condition.
5. Update the shared WIP board/system so status is visible to Operations and to shipping coordinators serving lumber and wood wholesalers (NAICS 423310).
6. Flag any lot with no movement across two consecutive shifts as a stalled-WIP exception for Supervisor review.
7. Reconcile lot count and tag IDs between the physical yard and the system; correct discrepancies with Supervisor authorization.
8. Time-stamp and initial the update; save/print the shift WIP snapshot to the Operations records log.

8. Decision Tree

Decision Tree — Work-in-Progress Tracking & Status Update



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every active lot on the board has a matching physical tag and a current stage code.
- Recorded location matches actual yard/kiln/treatment location for each lot.
- All holds carry a documented reason and release condition.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Active-job list reconciled against physical lot tags		
Current stage code recorded for every active lot		
Recorded location matches actual location		
All held lots have documented reason & release condition		
Stalled-WIP exceptions flagged for Supervisor		
Lot counts reconciled between yard and system		
Shift WIP snapshot time-stamped and saved to records log		

11. KPIs

- WIP record accuracy (board vs. physical) $\geq$ 98% per shift audit
- Stalled lots (no movement > 2 shifts) resolved within 1 additional shift $\geq$ 95%
- Shift-end WIP snapshot completed and logged 100% of shifts

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-013 — Operational Handoff Between Work Stages

Estimated completion time: 10-20 minutes per stage transfer

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To ensure controlled, traceable transfer of lumber batches between processing stages, crews, or shifts at a sawmill and wood-preserving operation, so that in-process material (green cants, rough-sawn boards, kiln charges, treated stock) moves forward with its identity, status, and safe-state intact and nothing is lost, mixed, or advanced prematurely.

2. Scope

Covers the physical and documentary handoff of in-process wood material at each stage boundary — headrig/breakdown to edger/trimmer, green chain to kiln, kiln to treatment cylinder, treatment to sorting/stacking — including batch identity, count, moisture/treatment status confirmation, and equipment safe-state at the transfer point. Excludes crew/shift handover briefings, which are covered under OD-002, and stage quality release/spec-conformance sign-off, which is covered under QC-013.

3. Responsibilities

- Stage Lead (Operations) — verifies batch identity, count, and status before releasing material to the next stage; signs the transfer record.
- Receiving Operator — confirms received material against the transfer record and safe-state of the transfer point before accepting.
- Shift Supervisor (Operations) — resolves discrepancies, authorizes holds, and verifies completed handoff documentation.

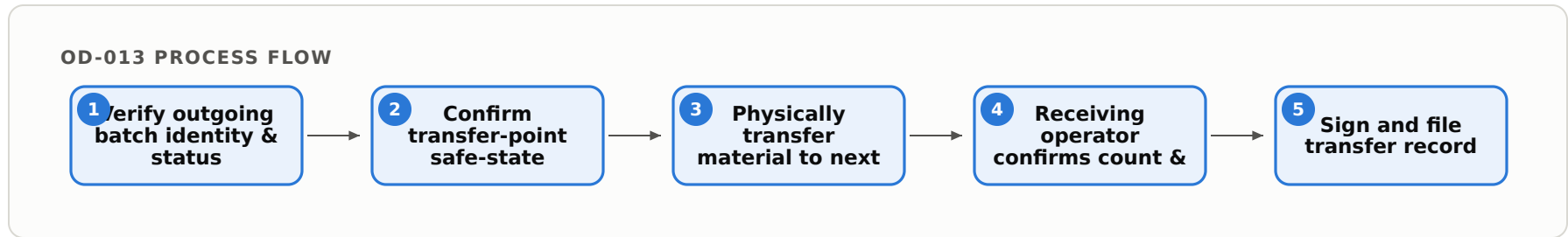
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, safety glasses, hearing protection, cut-resistant gloves, high-visibility vest, steel-toe boots.
- LOTO applicable where a transfer requires clearing jams, resetting decks, or entering conveyor/transfer-chain zones — apply lockout/tagout per facility energy-control procedure before any manual clearing at the transfer point.

5. Regulatory References

- 29 CFR 1910.147 (The Control of Hazardous Energy — Lockout/Tagout)
- 29 CFR 1910.265 (Sawmills)
- 29 CFR 1910.176 (Handling Materials — General)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

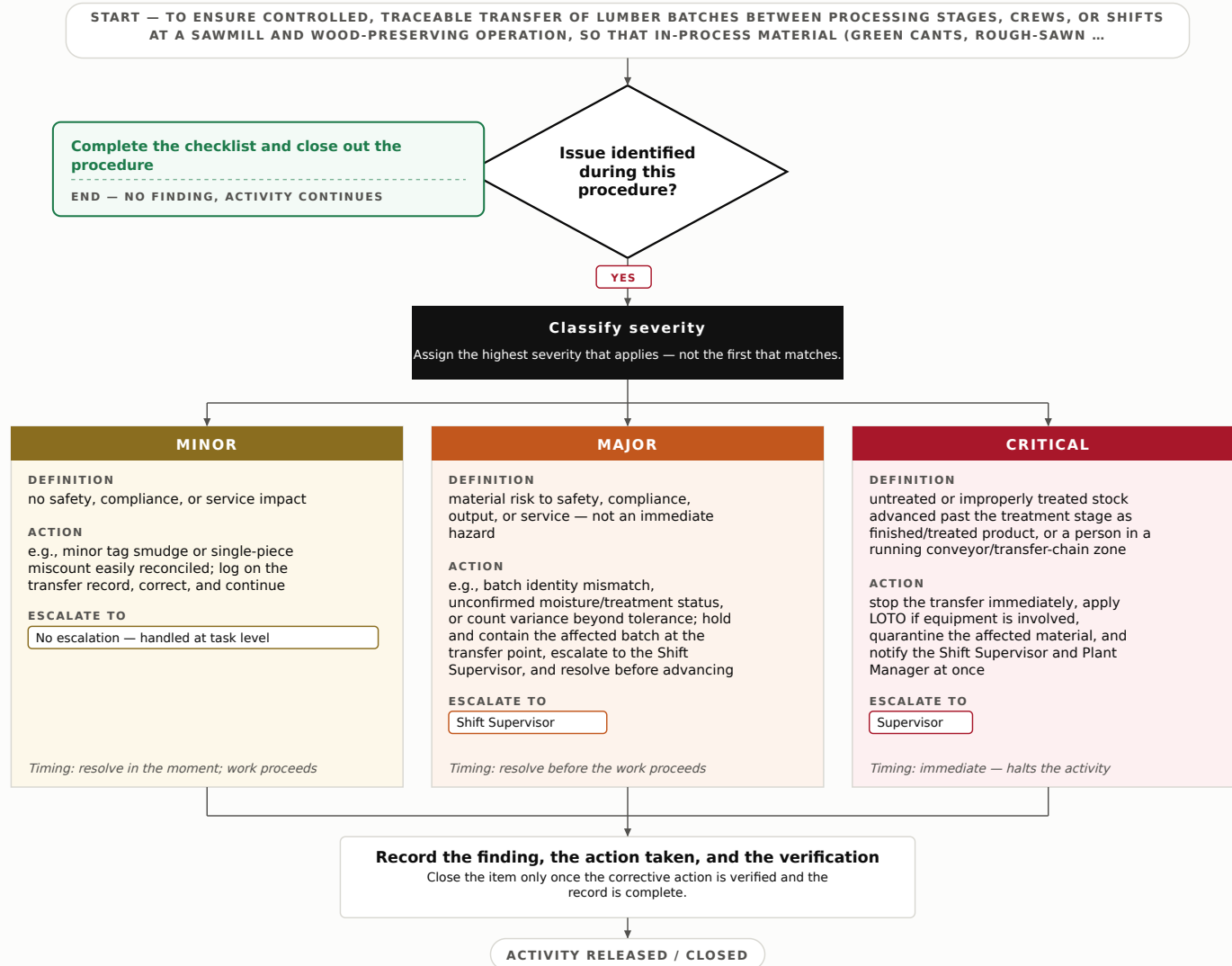


7. Step-by-Step Procedure

1. Stage Lead confirms the outgoing batch tag/lot number, piece count, and species/dimension against the running production record.
2. Confirm the material's processing status is complete for the current stage and eligible to advance (e.g., kiln charge at target moisture, treatment cycle drained and cooled) — advancement gating on quality release is per QC-013.
3. Inspect the transfer point (green chain, transfer deck, cylinder tram) for jams, debris, or stalled pieces; apply LOTO before any manual clearing.
4. Signal the Receiving Operator that the batch is ready and confirm the receiving stage is clear and staged to accept.
5. Transfer the material; the Stage Lead records piece count and tag numbers released on the transfer record.
6. Receiving Operator counts received pieces, checks tag continuity, and confirms status matches the transfer record before accepting.
7. Reconcile any count or identity discrepancy immediately; do not begin next-stage processing until resolved.
8. Both parties sign/initial the transfer record with time and batch numbers; file to the batch traceability log.

8. Decision Tree

Decision Tree — Operational Handoff Between Work Stages



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Outgoing batch tag/lot number and piece count verified against production record.
- Processing status for the completed stage confirmed eligible to advance.
- Received count and tag continuity confirmed by Receiving Operator against transfer record.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Batch tag/lot number legible and matches record		
Piece count reconciled (released vs. received)		
Stage processing status confirmed complete		
Transfer point clear; LOTO applied if manual clearing needed		
Treatment/moisture status matches material identity		
Transfer record signed by both parties		
Discrepancies logged and resolved before advancement		

11. KPIs

- Handoff count-reconciliation accuracy $\geq 99.5\%$
- Transfer records signed by both parties = 100%
- Untreated/mis-status material advanced past stage boundary = 0 events

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-014 — Output Monitoring & Throughput Review

Estimated completion time: 30-60 minutes per shift review; continuous monitoring during production

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To monitor the rate and volume of lumber output — green and dried board footage, pieces per shift, and line uptime — against the daily and weekly production plan, so the Operations team can detect throughput shortfalls at the sawline, edger, trimmer, and kiln early and act before shift-end targets are missed.

2. Scope

Covers real-time and shift-level tracking of output volume and rate across the primary breakdown, edging, trimming, and drying stages against plan for the Wood Products facility. Excludes performance-indicator interpretation and target-setting, which is covered under OD-028, and process capability analysis, which is covered under QC-026.

3. Responsibilities

- Production Lead — pulls output counts each shift, compares actual vs. planned board footage/piece counts, and flags variances.
- Sawline Operator — records piece and volume counts at breakdown/edger/trimmer stations and reports line stoppages affecting throughput.
- Operations Manager — reviews variance summaries, authorizes plan adjustments, and owns escalation of sustained shortfalls.

4. Required PPE & Lockout/Tagout

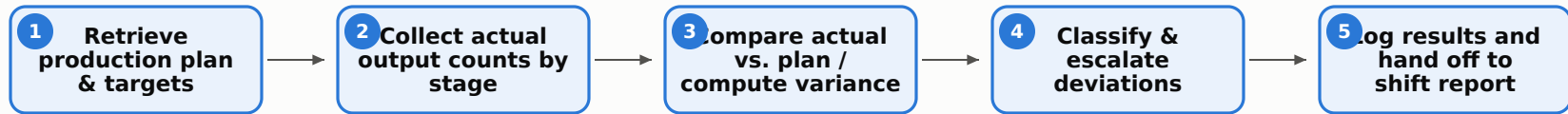
- Standard facility PPE (hard hat, safety glasses, hearing protection, hi-vis vest) when collecting counts on the mill floor.
- Not applicable — no hazardous energy involved in the monitoring/review activity itself; do not enter guarded machine zones to read counts.

5. Regulatory References

- 29 CFR 1910.265 (OSHA — Sawmills), general facility applicability for floor-based data collection.
- None sector-specific to throughput recordkeeping; internal Operations production-planning policy applies.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

OD-014 PROCESS FLOW

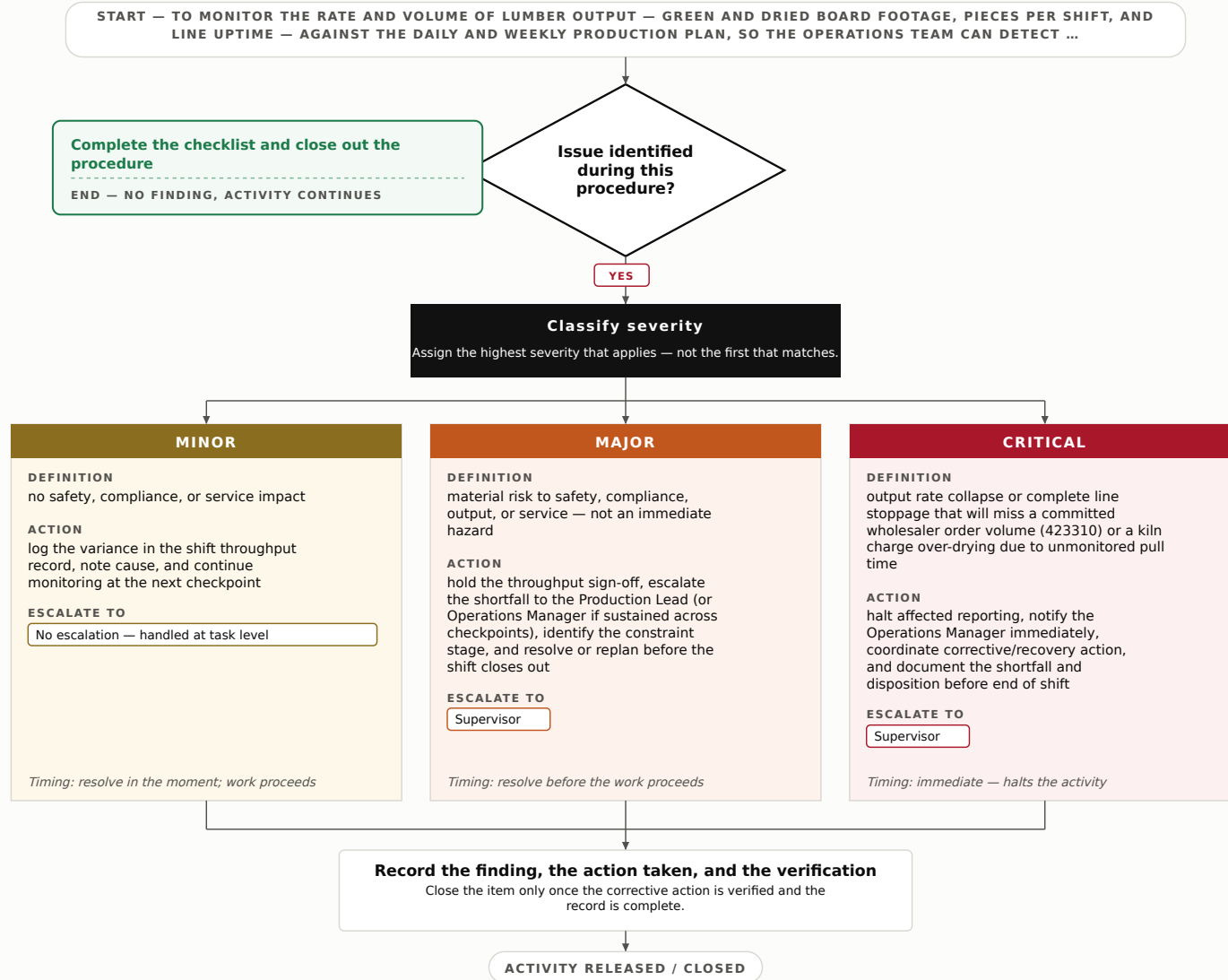


7. Step-by-Step Procedure

1. Retrieve the current shift's production plan: target board footage, target piece counts, and planned line hours for sawline, edger, trimmer, and each kiln charge.
2. Collect actual output from station counters/scanners or manual tally sheets at breakdown, edger, and trimmer; record green board footage and pieces produced.
3. Record kiln output: charges pulled, dried board footage, and any charges still in cycle against planned pull times.
4. Capture line uptime/downtime intervals and stoppage causes (jam, blade change, log-deck starvation, mechanical) affecting rate.
5. Compute actual vs. planned volume and rate variance for each stage; express as percentage of plan and pieces/hour.
6. Compare running rate to plan pace at mid-shift checkpoints; note whether current pace will meet shift-end target.
7. Classify any variance per the Decision Tree and route as required; do not interpret KPI trends here (see OD-028).
8. Log all counts, variances, downtime causes, and actions taken in the shift throughput record and sign off.

8. Decision Tree

Decision Tree — Output Monitoring & Throughput Review



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Actual counts reconciled against station counters/scanners at each stage before variance is computed.
- Mid-shift pace check completed and recorded against plan.
- Downtime causes captured for every stoppage exceeding the logging threshold.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Production plan/targets retrieved for current shift		
Actual board footage & piece counts collected by stage		
Kiln charge output recorded against planned pull times		
Downtime intervals and causes logged		
Variance (volume & rate) computed vs. plan		
Mid-shift pace check performed		
Shift throughput record completed and signed		

11. KPIs

- Throughput attainment vs. plan $\geq 95\%$ of planned board footage per shift.
- Rate-variance flags addressed same shift $\geq 98\%$.
- Throughput record completeness (all stages logged & signed) 100%.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-015 — Bottleneck Identification & Response

Estimated completion time: 30-90 minutes per identified constraint (excludes downstream repair or reschedule cycles)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Establish a repeatable method to detect, classify, and respond to constraints that slow lumber flow through the sawmill and treatment line — headrig, edger, trimmer, green chain, kilns, and treating cylinders — so throughput is restored without compromising safety or grade.

2. Scope

Covers real-time and shift-level detection of production bottlenecks across the primary breakdown, secondary processing, drying, and preserving stages, and the immediate response to relieve them. Excludes production schedule changes, which are covered under OD-017, and capacity allocation across lines, which is covered under OD-009.

3. Responsibilities

- Shift Production Lead — monitors line flow, initiates bottleneck classification, and authorizes immediate relief actions.
- Line Operator (Headrig/Edger/Trimmer/Green Chain) — reports backlogs, deck accumulation, and stalls at their station; executes local relief steps.
- Maintenance Lead — assesses equipment-caused constraints and coordinates tag-out and repair sequencing.

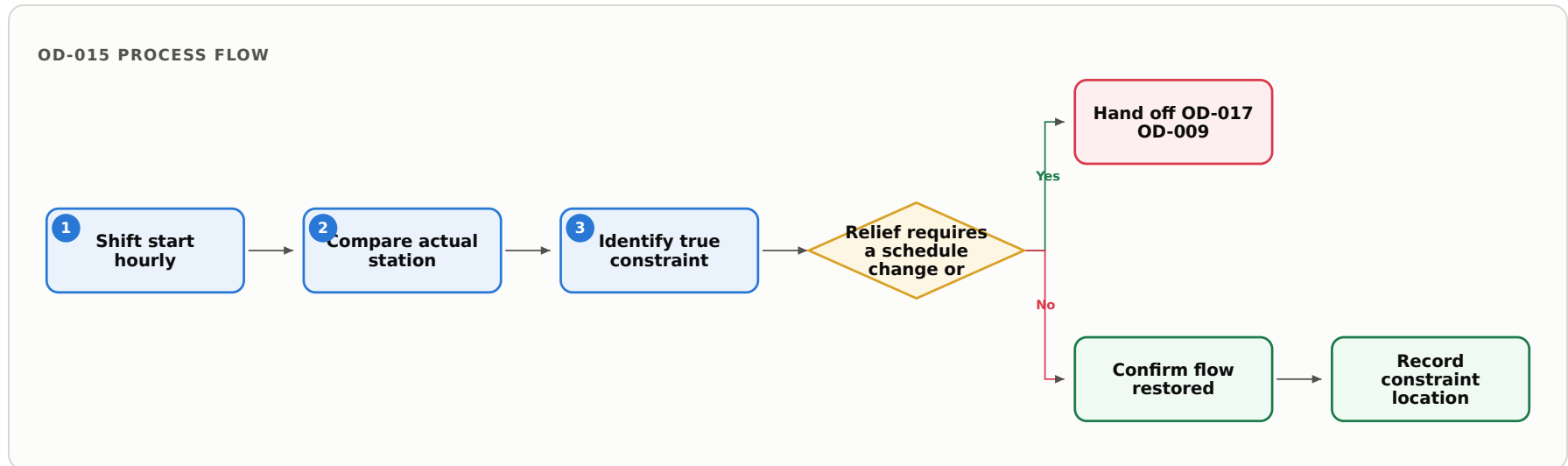
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, safety glasses, hearing protection, hi-vis vest, cut-resistant gloves, steel-toe boots.
- LOTO required before any physical intervention at a stalled or jammed machine (headrig carriage, edger rolls, chipper, kiln fans, treating cylinder valves) per facility energy-control procedure; not required for observation, data review, or flow rerouting.

5. Regulatory References

- 29 CFR 1910.147 (The Control of Hazardous Energy — Lockout/Tagout)
- 29 CFR 1910.265 (Sawmills)
- 29 CFR 1910.213 (Woodworking Machinery)
- 40 CFR 429 (Timber Products Processing Point Source Category — where treating/preserving effluent applies)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

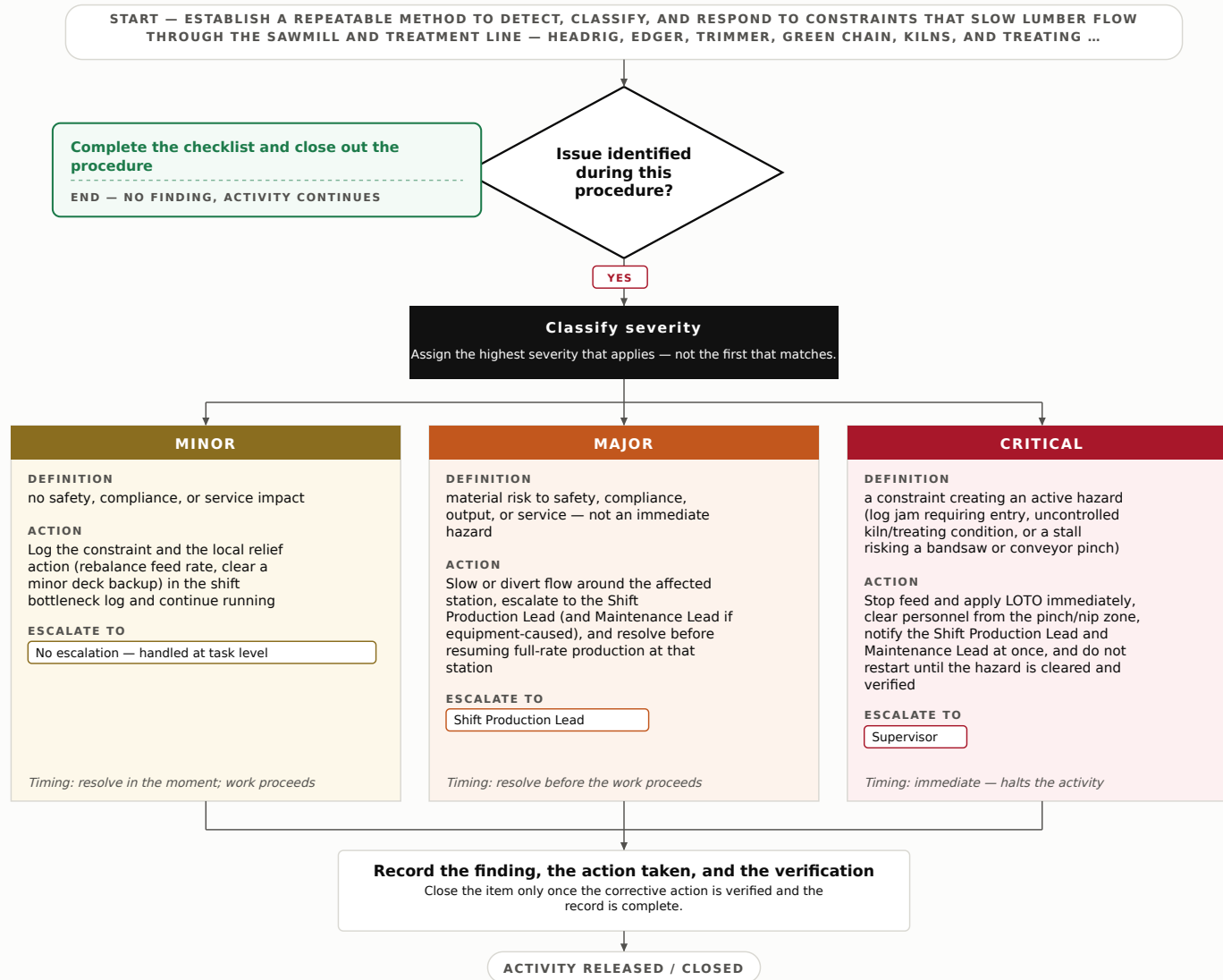
6. Process Flow



7. Step-by-Step Procedure

1. At shift start and hourly, walk the line and check buffer decks (log deck, green chain, sorter bins, kiln/treat queue) for accumulation or starvation against normal fill marks.
2. Compare actual station cycle rates (bf/hr or pieces/min) at headrig, edger, and trimmer against the shift target; flag any station running below the pacing rate of its neighbors.
3. Identify the true constraint — the single slowest station governing overall flow — distinguishing a starved station (upstream problem) from a backed-up station (downstream or self problem).
4. Determine root type: mechanical (stall, worn bands, misfeed), material (oversize/frozen logs, wet stock delaying kiln release), or staffing/handoff gap.
5. Classify severity per Section 8 and take the indicated relief action; apply LOTO before any physical intervention at the machine.
6. If relief requires a schedule change or reallocation across lines, hand off per OD-017 or OD-009 — do not adjust those within this procedure.
7. Confirm flow is restored by re-checking buffer levels and station cycle rate against target for two consecutive readings.
8. Record the constraint location, cause, action taken, downtime minutes, and verification result in the shift bottleneck log.

8. Decision Tree

Decision Tree — Bottleneck Identification & Response**READING THIS TREE**■ **No finding**

Activity stands. Complete the checklist and continue.

■ **Minor**

Handled in place at task level; no escalation.

■ **Major**

Supervisory decision required before the next stage.

■ **Critical**

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Constraint correctly identified as the single governing slow station, not a symptom downstream.
- Buffer decks returned to normal fill range after relief action.
- Station cycle rate verified back at target for two consecutive readings.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Buffer decks checked against normal fill marks		
Governing constraint station identified		
Root cause type (mechanical/material/staffing) determined		
LOTO applied before any physical intervention		
Relief action executed or escalation routed		
Flow verified restored (2 consecutive readings)		
Bottleneck log entry completed		

11. KPIs

- Mean time to detect a constraint after onset: ≤ 15 minutes.
- Bottleneck-caused downtime: $\leq 3\%$ of scheduled run time per shift.
- Constraints logged with verified root cause: 100%.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-016 — Rework & Nonconforming Work Handling

Estimated completion time: 30-90 minutes per nonconforming lot, depending on volume and re-run complexity

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure defines how sawn, dried, or treated lumber that fails to meet grade, dimension, moisture, or preservative-retention spec is identified, physically segregated, and routed for re-run so that only conforming product reaches the wholesale channel. It protects grade integrity and prevents nonconforming stock from being commingled with saleable inventory.

2. Scope

Covers the segregation, tagging, containment, and re-run handling of nonconforming green lumber, kiln-dried stock, and treated units within the mill's operations area. Excludes formal disposition determination (accept/scrap/downgrade), which is covered under QC-014, and rework authorization sign-off, which is covered under QC-016.

3. Responsibilities

- Line Operator (OD) — flags suspect lumber at the point of detection, moves it to the hold area, and applies the nonconforming tag.
- Shift Supervisor (OD) — verifies segregation, coordinates the re-run schedule, and escalates Major/Critical findings.
- Quality Lead (OD) — confirms nonconformance against spec, records the defect, and hands off to QC-014/QC-016 for disposition and authorization.

4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, ANSI Z87 eye protection, cut-resistant gloves, hearing protection, and steel-toe boots; chemical-resistant gloves when handling treated (preserved) units.
- Lockout/Tagout: Not applicable to the handling/segregation task itself; if nonconforming stock must be pulled from an active line, apply LOTO to the conveyor or resaw feed per the site energy-control program before entry.

5. Regulatory References

- OSHA 29 CFR 1910.265 (Sawmills)
- OSHA 29 CFR 1910.147 (Control of Hazardous Energy — LOTO)
- 40 CFR Part 262 (RCRA — handling of preservative-contaminated waste from treated rejects)
- Applicable grading rules: NHLA (hardwood) or WWP/WCLIB grading standards; AWP U1 for treated material retention

- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

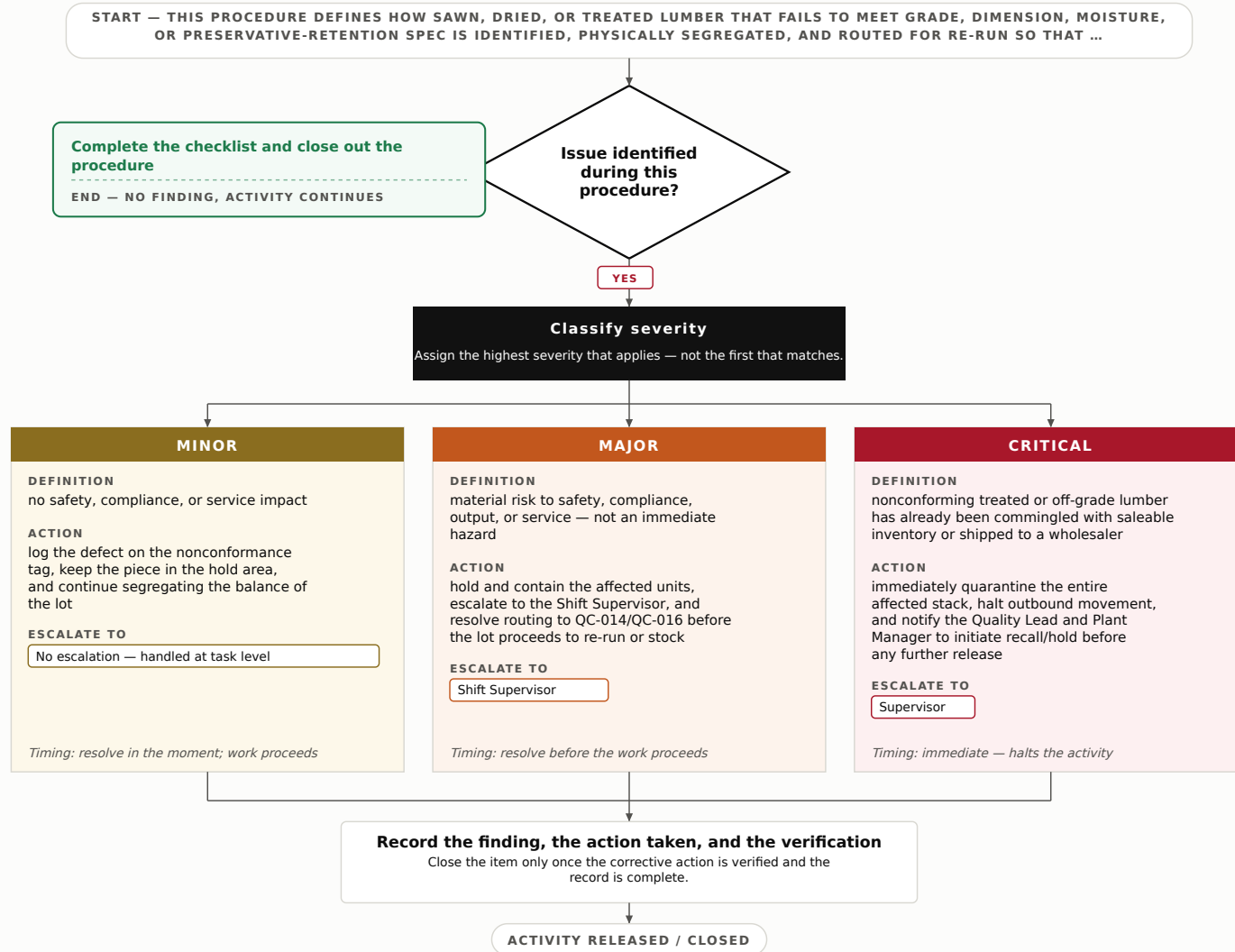


7. Step-by-Step Procedure

1. Stop routing the suspect lumber to the saleable stack the moment a defect is observed (wane, split, undersize, over/under-dry MC reading, insufficient preservative penetration).
2. Physically move the affected pieces or unit to the designated red-tagged nonconforming hold area, clear of conforming inventory and traffic lanes.
3. Apply a nonconforming tag to each piece or bundle: log tally count, defect type, source line/kiln/treating charge, and detection date/time.
4. Notify the Quality Lead to confirm the nonconformance against the governing grade, MC, or retention spec.
5. Contain treated rejects separately and manage any drippage or contaminated dunnage per 40 CFR 262; do not return treated waste to the general scrap stream.
6. Hand off to QC-014 for disposition and QC-016 for rework authorization before any re-run begins — do not re-run on operator discretion.
7. Once authorized, stage the lot for the correct re-run path (regrade, re-rip/re-trim, re-dry, or re-treat) and verify the re-run output meets spec before returning it to saleable stock.
8. Record the full handling history — tally, defect, action taken, re-run result, and final routing — in the nonconformance log.

8. Decision Tree

Decision Tree — Rework & Nonconforming Work Handling



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All nonconforming pieces are physically separated and red-tagged before shift end.
- Every tag carries a legible defect code, source, and tally.
- Treated rejects are contained separately per RCRA handling.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Nonconforming stock moved to designated hold area		
Each piece/bundle tagged with defect, source, tally		
Conforming stock free of commingled rejects		
Treated rejects contained separately		
Disposition/authorization hand-off logged (QC-014/QC-016)		
Re-run output re-verified against spec		
Nonconformance log entry complete		

11. KPIs

- Nonconforming lots segregated same shift: $\geq 98\%$
- Commingling escapes to saleable stock: 0 per month
- Re-run first-pass conformance rate: $\geq 90\%$

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-017 — Schedule Deviation & Change Management

Estimated completion time: 30-90 minutes per deviation event

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Establish a controlled method for handling schedule deviations, delays, and priority shifts across sawmill and wood-preserving production so that committed lumber volumes, kiln-drying cycles, and treated-product ship dates remain visible, re-sequenced deliberately, and never silently broken.

2. Scope

Covers detection, classification, re-sequencing, approval, and documentation of any change to the running production schedule at the mill — log intake timing, saw-line run order, kiln charge scheduling, and treatment batch queuing. Excludes bottleneck root-cause response, which is covered under OD-015, and customer notification of schedule impact, which is covered under OD-022.

3. Responsibilities

- Production Scheduler — logs the deviation, re-sequences affected runs/charges, and maintains the master schedule of record.
- Shift Supervisor (OD) — confirms floor feasibility of the re-sequence, reallocates crew and line time, and authorizes Minor changes.
- Operations Manager — approves Major and Critical changes, and confirms hand-off to OD-022 when commitments to wholesalers are affected.

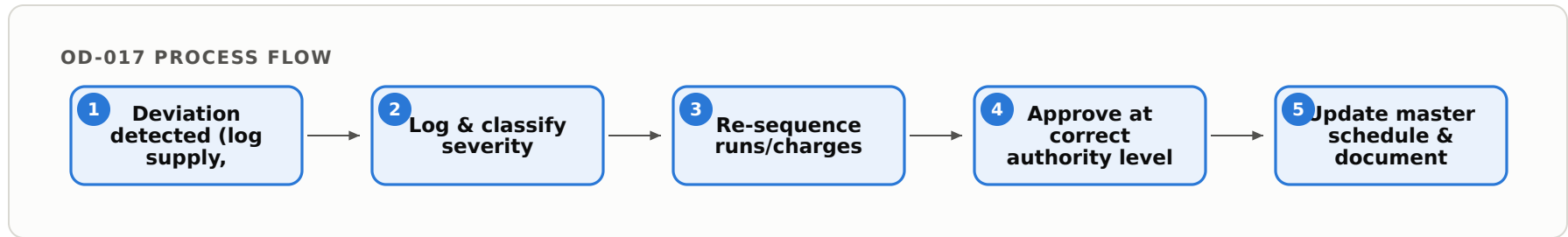
4. Required PPE & Lockout/Tagout

- Standard facility PPE (hard hat, hi-vis, hearing protection, steel-toe boots) when verifying status on the mill floor, green chain, or kiln/treatment yard; office-based scheduling requires none.
- Not applicable — no hazardous energy involved in the scheduling and change-control activity itself.

5. Regulatory References

- 29 CFR 1910.1200 (Hazard Communication) — relevant where re-sequenced treatment batches change the timing of preservative (e.g., ACQ, CA, borate) handling per resin/chemical supplier SDS.
- AWPAs Use Category Standards (U1) — treatment retention/penetration commitments that constrain how preserving charges may be re-sequenced.
- None otherwise sector-specific to schedule change control; internal Operations scheduling policy applies.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

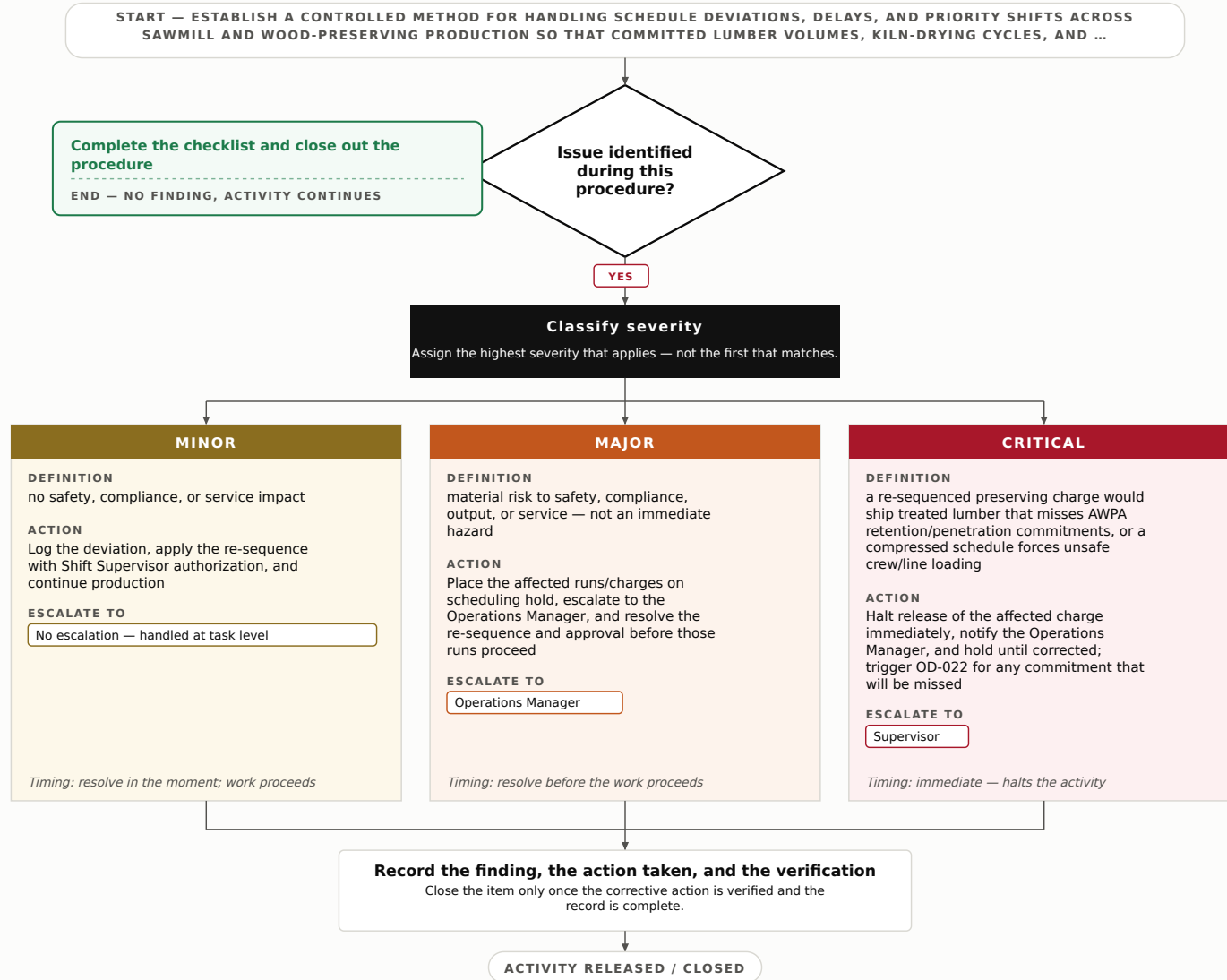


7. Step-by-Step Procedure

1. Detect the deviation — identify the trigger: late log delivery from logging suppliers, saw-line downtime, kiln charge over-run, treatment retention hold, or a priority order insertion from the wholesale channel.
2. Capture the facts — record affected work order(s), lumber grade/dimension, kiln charge number or treatment batch, original committed date, and estimated slip in the deviation log.
3. Classify severity using Section 8 (Minor / Major / Critical).
4. Assess downstream impact — trace which committed shipments, kiln charges, and treatment queues are affected by the slip; flag any AWPAs retention-cycle timing that cannot be compressed.
5. Build the re-sequence — draft revised saw-line run order and/or kiln/treatment charge sequence that recovers the most at-risk commitments first without breaking chemical or drying cycle rules.
6. Obtain approval at the correct authority level (Shift Supervisor for Minor; Operations Manager for Major/Critical).
7. Publish the updated master schedule to the floor, green chain, and kiln/treatment yard; confirm crew and line reallocation with the Shift Supervisor.
8. Document the change — deviation cause, revised sequence, approver, and any commitment now at risk (hand off to OD-022 for customer notification); close the log entry.

8. Decision Tree

Decision Tree — Schedule Deviation & Change Management



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every deviation is logged with cause, affected work orders, and original committed date before re-sequencing.
- Re-sequenced kiln and treatment charges verified against drying and AWPAs retention cycle constraints.
- Approval authority level matches the assigned severity (no Major/Critical change published without Operations Manager sign-off).
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Deviation logged with cause and affected work orders		
Original vs. revised committed dates recorded		
Re-sequence respects kiln drying cycle timing		
Re-sequence respects AWPAs treatment retention cycle		
Crew/line reallocation confirmed with Shift Supervisor		
Approval obtained at correct authority level		
At-risk commitments flagged for OD-022 hand-off		

11. KPIs

- Deviations logged before re-sequence: 100%
- Committed ship dates recovered within revised schedule: $\geq 90\%$
- Critical (retention/safety) breaches from re-sequencing: 0

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-018 — Subcontractor & Vendor Coordination

Estimated completion time: 45-90 minutes per coordination cycle (plus scheduled follow-up)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To coordinate external providers — log haulers, contract kiln operators, treating-chemical suppliers, blade-and-saw service vendors, and equipment technicians — so their work integrates with mill production without disrupting throughput, deliveries, or documentation. Ensures external work is scheduled, verified, and recorded against mill requirements.

2. Scope

Covers scheduling, scope confirmation, on-site check-in/out, deliverable verification, and record-keeping for subcontractors and vendors performing part of sawmill and wood-preservation operations. Excludes contractor maintenance supervision (see MD-018) and contractor safety orientation and site safety enforcement (see SD-023).

3. Responsibilities

- Operations Coordinator — issues coordination requests, confirms scope and schedule with vendors, maintains the vendor contact log, and closes out each engagement.
- Shift Supervisor (Operations) — confirms production windows for on-site vendor work, gates access to active mill/kiln/treating zones, and verifies deliverables meet mill requirements.
- Procurement/Contracts Administrator — validates contract terms, current certificates of insurance, and purchase-order authority before any vendor is scheduled on site.

4. Required PPE & Lockout/Tagout

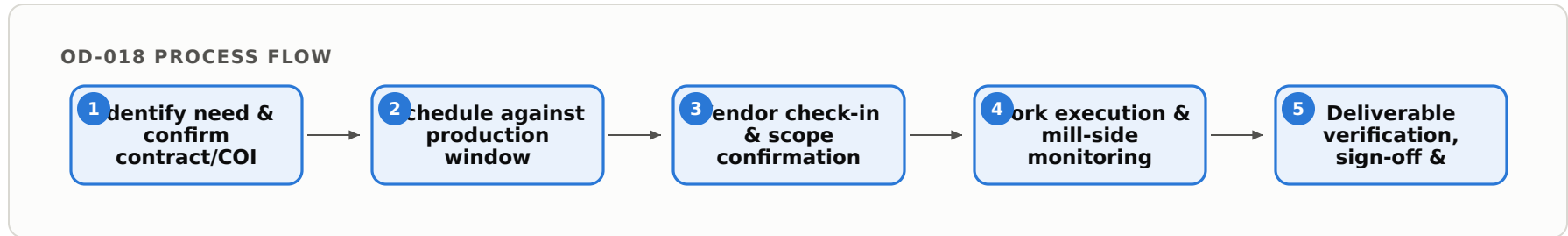
- Standard facility PPE when escorting or meeting vendors on the mill floor: hard hat, safety glasses, high-visibility vest, hearing protection, steel-toe boots.
- Not applicable — this is a coordination and records task with no hazardous energy control by the coordinator. Any LOTO for vendor equipment work is handled under MD-018.

5. Regulatory References

- 29 CFR 1910.147 (Control of Hazardous Energy) — referenced only for hand-off of vendor equipment work to MD-018.
- 29 CFR 1910.132 (General PPE requirements) for escorted vendors on site.

- 40 CFR 262 (RCRA generator standards) where treating-chemical vendors deliver/handle preservatives (e.g., ACQ, borate, creosote) — verify manifest and SDS transfer.
- DOT 49 CFR 172 for inbound hazardous-material vendor shipments.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

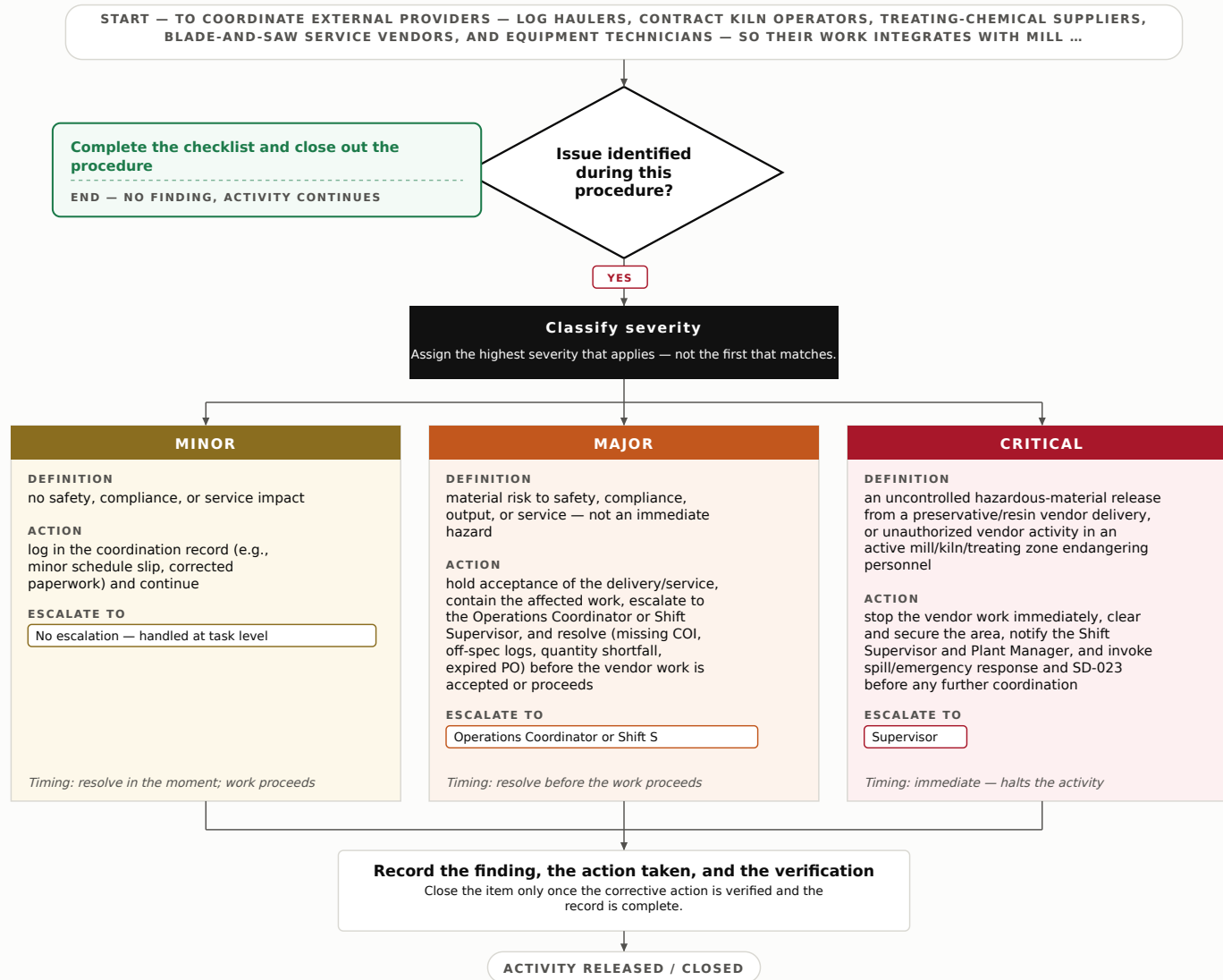


7. Step-by-Step Procedure

1. Identify the external need (log delivery from 113310 haulers, contract kiln/treating service, resin/preservative supply from 325211, or machinery service from 333243) and open a coordination record with required scope and date.
2. Confirm with Procurement that the vendor's contract, purchase order, and certificate of insurance are current; do not schedule if any is expired.
3. Coordinate the delivery or on-site window with the Shift Supervisor so vendor activity aligns with production breaks or low-throughput periods; log the agreed time.
4. Communicate scope, access route, staging area, and mill point-of-contact to the vendor in writing (email or vendor portal) and obtain acknowledgment.
5. At arrival, complete vendor check-in: verify identity, PO reference, and delivery/service scope; route safety orientation to SD-023 and any equipment-energy control to MD-018.
6. Monitor progress against the agreed scope and window; log deviations (late arrival, partial delivery, off-spec material handoff, schedule overrun).
7. Verify deliverables — count/species/grade for inbound logs and lumber, chemical quantity and SDS/manifest for preservatives, or service completion sign-off for machinery — against the PO before acceptance.
8. Complete check-out, record actuals, capture vendor documentation (packing slip, manifest, service report), and close the coordination record with all findings logged.

8. Decision Tree

Decision Tree — Subcontractor & Vendor Coordination



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Contract, PO, and current certificate of insurance verified before scheduling.
- Scope and production window acknowledged in writing by the vendor.
- Deliverables verified against PO (count, species/grade, chemical quantity, or service sign-off) before acceptance.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Vendor contract and PO current and referenced		
Certificate of insurance on file and unexpired		
Delivery/service window aligned with production and logged		
Scope acknowledged in writing by vendor		
Inbound material verified (species/grade/count or chemical qty + SDS/manifest)		
Safety orientation routed to SD-023 / energy control to MD-018		
Coordination record closed with actuals and documents attached		

11. KPIs

- On-time vendor arrival within agreed window $\geq 90\%$.
- Deliverables accepted first-pass without discrepancy $\geq 95\%$.
- Coordination records closed with complete documentation within 24 hours $\geq 98\%$.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-019 — Interdepartmental Coordination Review

Estimated completion time: 45-90 minutes per scheduled review cycle

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure aligns Operations (sawmill and treating-line production) with the other departments that touch the same work — maintenance, quality control, shipping, procurement, and safety — so that log intake, cutting, drying, and preservative-treatment schedules stay synchronized and no hand-off is dropped. It exists to prevent lost run time, mis-sequenced orders, and conflicting resource claims at a Sawmills and Wood Preservation operation.

2. Scope

Covers the recurring coordination review between Operations and adjacent departments regarding shared workflow, hand-offs, schedule conflicts, and open cross-department action items across the green mill, kiln, and treating lines. Self-contained within OD (cross-department coordination overview); it does not author or duplicate the individual procedures of the departments it coordinates with — those live in their own modules and are referenced by ID only.

3. Responsibilities

- Operations Coordinator — convenes and leads the review, maintains the shared action log, confirms production sequence against downstream commitments.
- Shift Production Lead — reports current line status (green mill, kiln charges, treating cylinder cycles) and flags conflicts affecting the next shift.
- Department Liaisons (Maintenance, QC, Shipping, Procurement, Safety) — bring open items from their area, confirm hand-off timing, and own resolution of items assigned to them.

4. Required PPE & Lockout/Tagout

- Standard facility PPE if the review includes a floor walk-down (hard hat, hi-vis, safety glasses, hearing protection near saws/planers); office-only portion requires none.
- Not applicable — no hazardous energy involved in the coordination review itself. Any equipment interaction is out of scope and governed by the owning maintenance procedure.

5. Regulatory References

- 29 CFR 1910.147 (LOTO) and 29 CFR 1910.213 (woodworking machinery) — referenced only as context for hand-offs to Maintenance/Safety, not performed here.

- EPA 40 CFR Part 165 / FIFRA — where treating-line preservative scheduling is discussed; confirm wood-preservative handling commitments align with the facility's registration.
- Internal policy: OD Coordination & Hand-off Standard.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

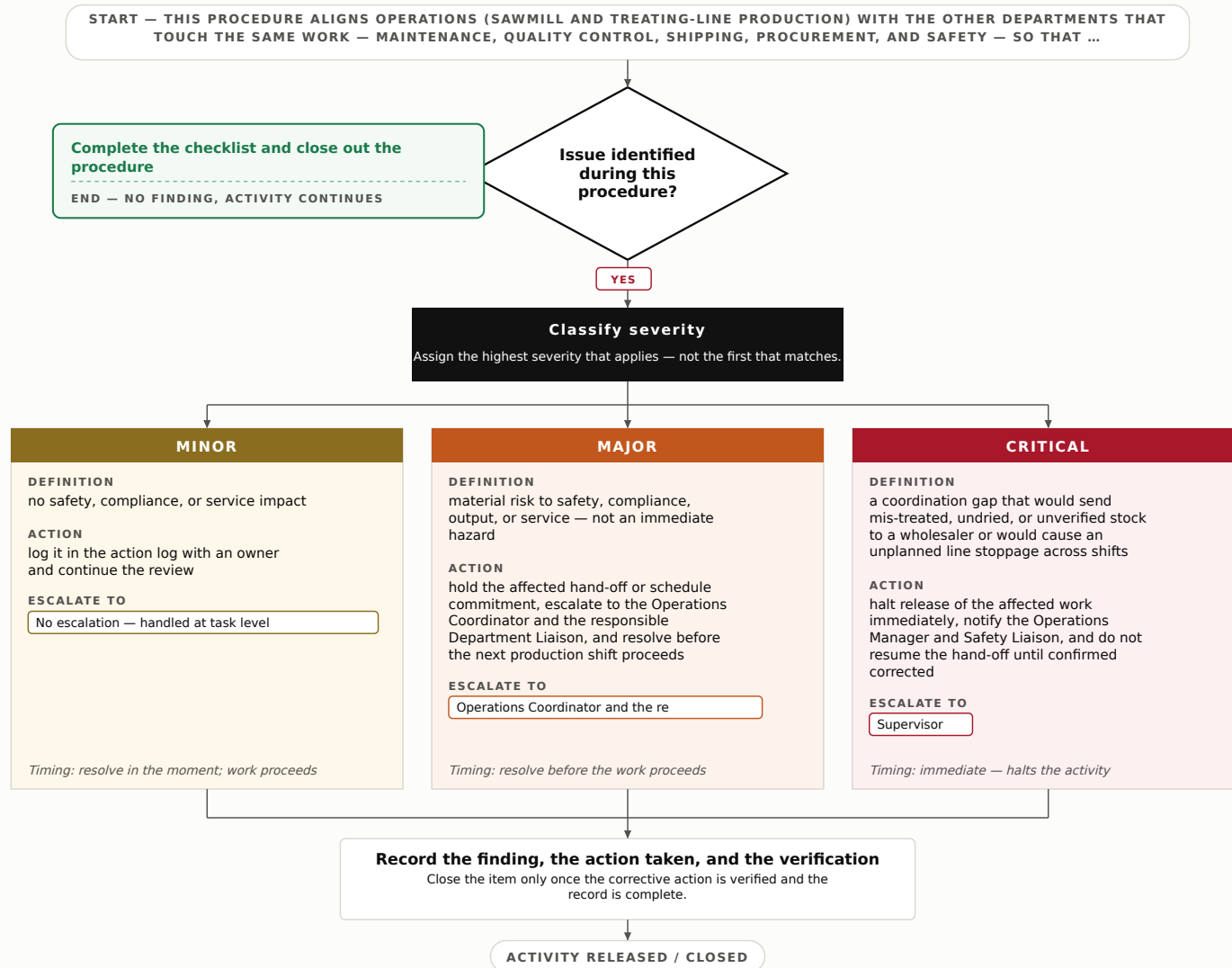


7. Step-by-Step Procedure

1. Pull the current production schedule (log intake, saw sequence, kiln charge plan, treating cylinder queue) and the standing cross-department action log.
2. Confirm inbound status with Procurement liaison — log deliveries from Logging (113310) and rough-stock/parts from suppliers — and note any material shortfalls affecting the run.
3. Have each Shift Production Lead report current line status and next-shift needs; capture any equipment or QC hold flagged for the owning department.
4. Review outbound commitments with the Shipping liaison against orders staged for Lumber and Wood Wholesalers (423310); confirm ready-dates match the cut/dry/treat schedule.
5. Walk each shared hand-off (green mill → kiln → treating → shipping) and identify sequence conflicts, resource contention, or missed hand-offs.
6. Classify each open item by severity per the Decision Tree; assign a single owner and a due date to every item.
7. Confirm no item duplicates another department's authored procedure — reference by module ID only (e.g., QC hold confirmed per QC-003).
8. Record all items, owners, due dates, and decisions in the action log; distribute the updated log to all liaisons and file per retention policy.

8. Decision Tree

Decision Tree — Interdepartmental Coordination Review



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every open cross-department item has a named owner and a due date.
- Production sequence reconciled against inbound material and outbound order commitments.
- All hand-off references point to the correct owning module ID, with no duplicated procedures.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Current production schedule and action log present and current		
Inbound material status confirmed with Procurement		
Outbound order dates reconciled with Shipping		
Each green mill → kiln → treating hand-off reviewed		
All open items assigned owner and due date		
No duplication of other departments' authored procedures		
Updated log distributed and filed		

11. KPIs

- On-time closure of cross-department action items $\geq 90\%$ by due date
- Schedule conflicts caught in review vs. discovered on floor $\geq 80\%$ caught in review
- Coordination-related unplanned line stoppages ≤ 1 per month

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

Phase 4 — Completion & customer handoff

OD-020 — Job / Order Completion Verification

Estimated completion time: 20–45 minutes per job/order

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure confirms that a completed sawmill or treating job matches the customer order and production specification — species, grade, nominal dimension, length distribution, moisture target, and preservative treatment where applicable — so that only conforming lumber advances toward staging and release.

2. Scope

Covers verification of finished bundles/units against the work order and cut/treat spec at the point production reports the job complete, up to the hand-off for inspection and release. Excludes formal final inspection, which is covered under QC-012, and formal customer-facing release, which is covered under QC-013.

3. Responsibilities

- Production Lead (OD) — confirms the job is physically complete, presents units and the completed run ticket for verification.
- Lumber Grade/Quality Checker (OD) — verifies grade stamp, dimension, moisture, treatment tag, and piece/unit counts against the order.
- Operations Supervisor — resolves discrepancies, authorizes hold or rework, signs off before hand-off to QC-012.

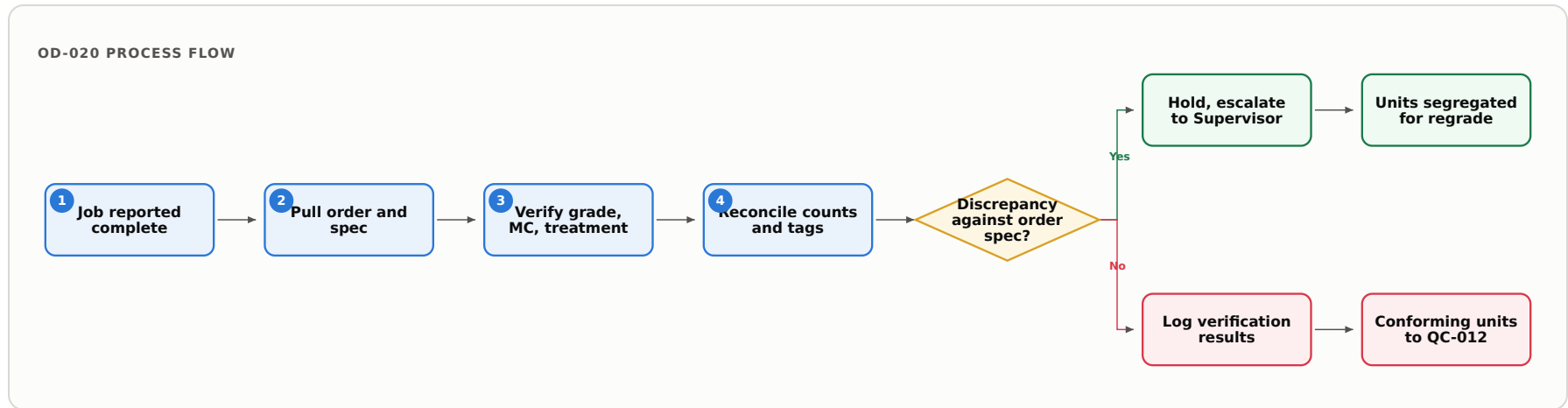
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, safety glasses, hearing protection, cut-resistant gloves, high-visibility vest, steel-toe boots when working at green chain, sorter, or unit stacks.
- Not applicable — no hazardous energy involved. This is a verification/documentation task performed on staged units; do not enter running machine zones.

5. Regulatory References

- U.S. DOC PS 20 (American Softwood Lumber Standard) and applicable grading-agency rules (e.g., WWPA, SPIB, NHLA) for grade/dimension conformance.
- AWP Use Category System (U1) and applicable treating standards for preservative retention/penetration verification (treated products only).
- 29 CFR 1910.176 (materials handling/storage) for safe unit handling during verification.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

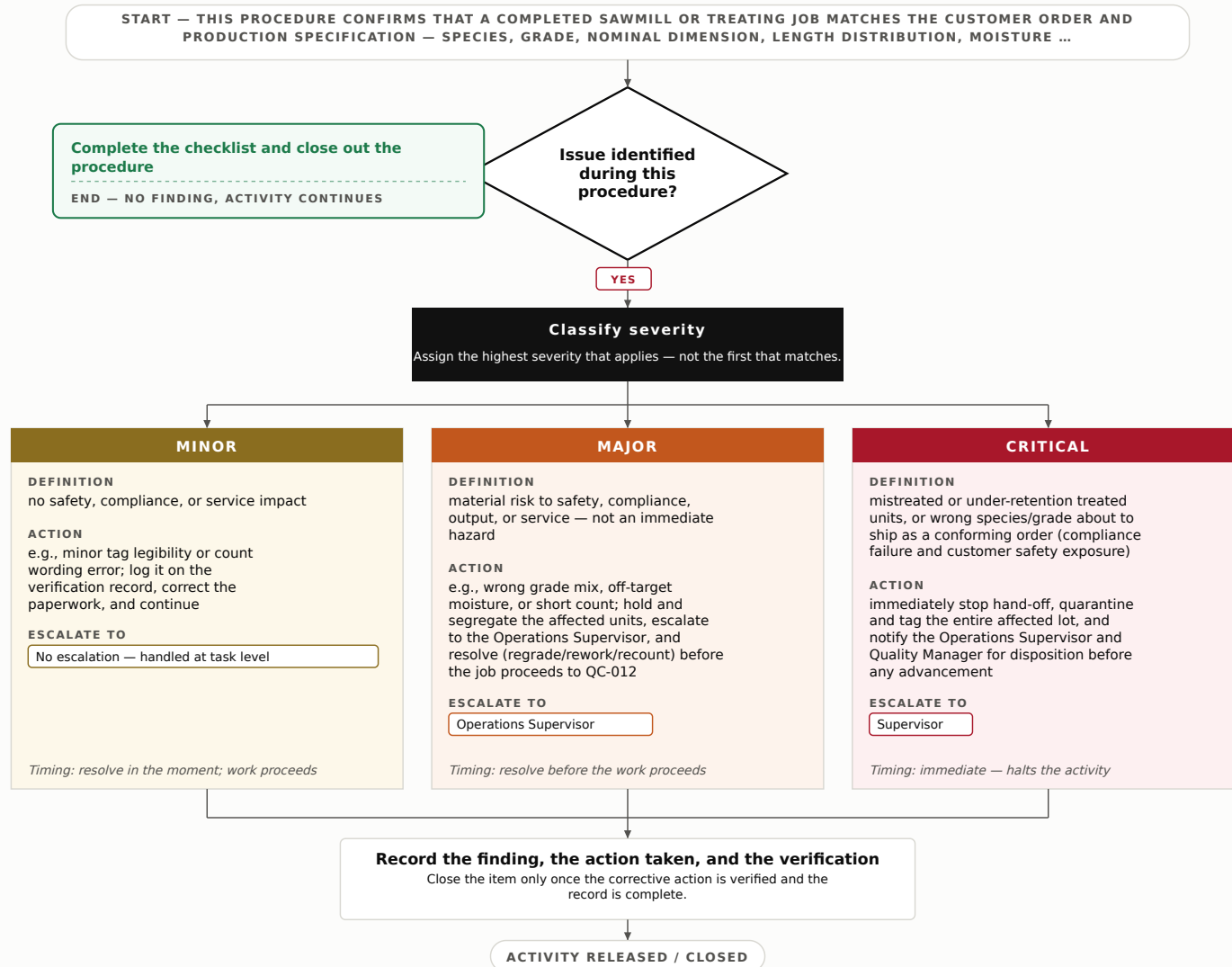


7. Step-by-Step Procedure

1. Confirm with the Production Lead that all cutting, sorting, stacking, and (if applicable) treating cycles for the job are physically complete; obtain the run ticket and work order.
2. Pull the customer order and production spec; confirm species, nominal dimension, length distribution, target grade, and moisture/treatment requirements.
3. Verify grade stamps and dimension on a representative sample of pieces per unit against the ordered grade and size.
4. Confirm moisture content (KD/S-DRY/S-GRN as specified) using the drying record or a calibrated moisture meter reading.
5. For treated product, verify the treatment tag/charge record shows the correct AWPA use category, retention, and penetration for the order.
6. Reconcile physical unit count, piece count, and unit tag numbers against the work order and staging manifest.
7. Flag any discrepancy against the Decision Tree; place non-conforming units on hold and do not advance them.
8. Record verification results, sampled units, meter/charge references, and disposition on the completion verification log; hand conforming units to QC-012.

8. Decision Tree

Decision Tree — Job / Order Completion Verification



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Grade and dimension of sampled pieces match the ordered spec.
- Moisture content and treatment records reconcile to order requirements.
- Physical unit/piece counts and tag numbers match the work order.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Job confirmed physically complete against run ticket		
Species, dimension, and grade match order spec		
Moisture content meets specified target (KD/S-DRY/S-GRN)		
Treatment charge/retention/penetration verified (if applicable)		
Unit and piece counts reconcile to work order		
Unit tags legible and correctly numbered		
Non-conforming units segregated and dispositioned		

11. KPIs

- Completion verification accuracy (jobs passing QC-012 without rejection) $\geq 98\%$.
- Count/tag reconciliation error rate $\leq 1\%$ of units.
- Verification cycle time ≤ 45 minutes per job.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-021 — Delivery / Service Turnover

Estimated completion time: 20-45 minutes per order turnover

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure governs the formal turnover of finished, graded, and (where required) treated lumber and wood products to the customer or receiving wholesaler, ensuring the released product matches the sales order, grade specification, and treatment certification before ownership transfers.

2. Scope

Covers the final release/turnover of completed sawn, dried, treated, or bundled wood products from the Operations staging area to the customer or the downstream wholesale channel, including turnover documentation and customer acknowledgment of condition. Excludes physical loading and dispatch, which is covered under SH-014, and proof-of-delivery capture, which is covered under SH-024.

3. Responsibilities

- Shipping/Turnover Lead — verifies order-to-product match, grade stamps, and treatment marks; authorizes release and signs the turnover record.
- Yard/Operations Supervisor — resolves discrepancies, approves conditional releases, and owns escalation for holds.
- Quality/Grade Coordinator — confirms grade certification and HT/moisture documentation is complete and travels with the product.

4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, hi-vis vest, safety-toe boots, cut-resistant gloves when handling banded units.
- Not applicable — no hazardous energy involved in the turnover/verification activity itself (loading equipment energy control is governed under SH-014).

5. Regulatory References

- U.S. Department of Commerce PS 20 (American Softwood Lumber Standard) — grade-mark and certification basis.
- ISPM-15 / APHIS-authorized HT stamping requirements for export/treated units.
- 29 CFR 1910.176 (materials handling — housekeeping/staging in the turnover area).
- None additional sector-specific to turnover documentation; internal Operations release policy applies.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

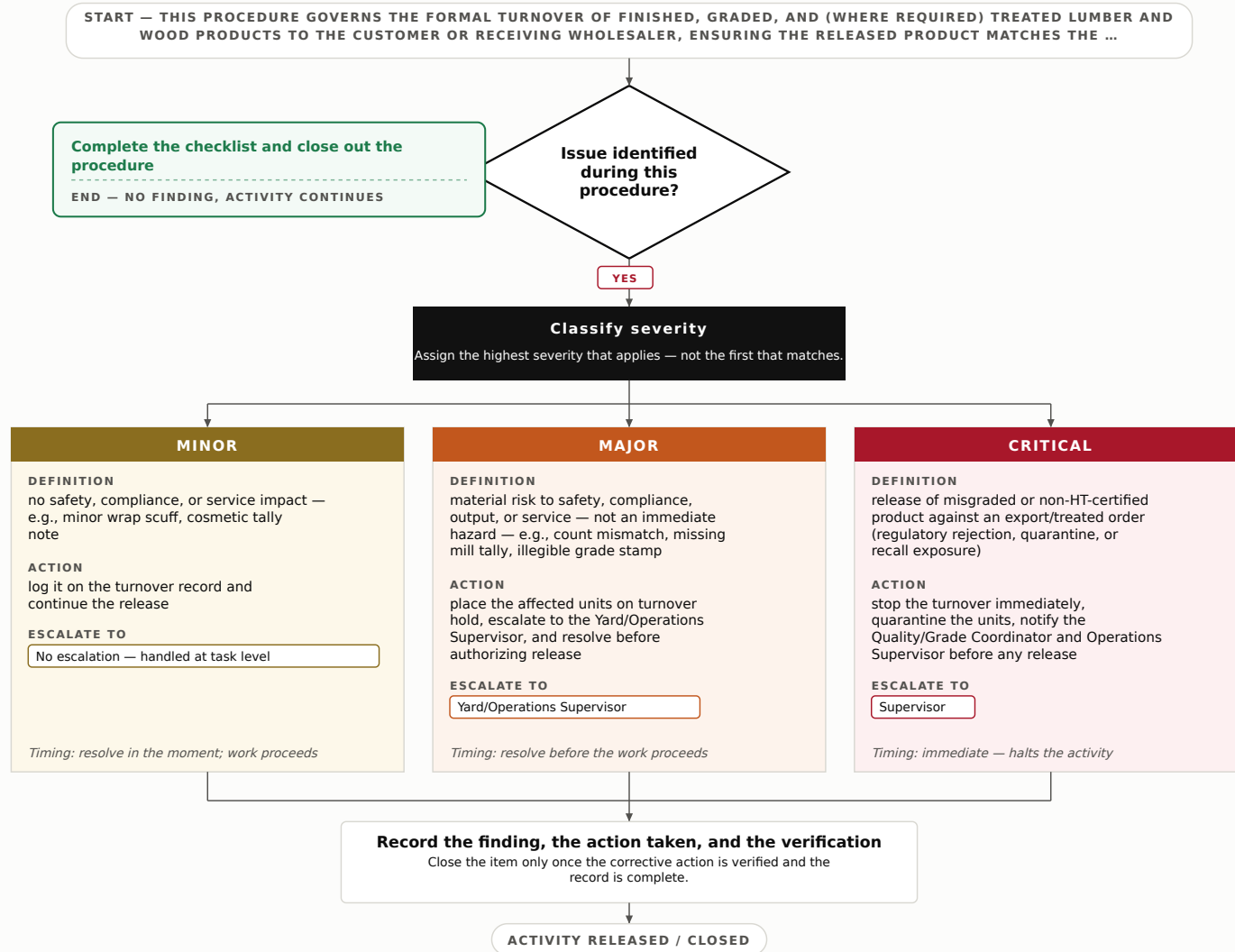


7. Step-by-Step Procedure

1. Retrieve the sales order and confirm the staged units (species, dimension, grade, count/board footage) against the order line items.
2. Inspect each bundle for legible grade stamps per PS 20 and, where the order specifies export or treated stock, confirm ISPM-15/HT marks are present and legible.
3. Verify the treatment/grade certificate and mill tally accompany the product and match the physical marks.
4. Visually check unit condition — banding integrity, wrap/stickering, no visible water damage, breakage, or contamination introduced in staging.
5. Confirm the receiving party (wholesaler or carrier acting for them) and reconcile any customer-specific marking, tagging, or bundle-labeling requirements.
6. Record product condition at turnover and obtain the receiving party's acknowledgment of condition (hand-off to SH-024 for formal proof of delivery).
7. Authorize release, confirming physical loading/dispatch is queued per SH-014.
8. Complete the turnover record, attach travelling documents, and file the signed release in the order file.

8. Decision Tree

Decision Tree — Delivery / Service Turnover



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Order-to-product match confirmed (species, dimension, grade, count/BF).
- Grade stamps and, where required, ISPM-15/HT marks legible and matching certificates.
- Travelling documents (certificate + mill tally) complete and attached.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Staged units match sales order lines (species/dimension/grade)		
Count/board footage reconciled to tally		
PS 20 grade stamps present and legible		
ISPM-15/HT marks present where order requires		
Treatment/grade certificate travels with product		
Bundle condition acceptable (banding, wrap, no damage)		
Receiving party acknowledgment of condition captured		

11. KPIs

- Turnover accuracy (releases matching order/spec) $\geq 99\%$.
- Turnovers with complete travelling documentation = 100%.
- Turnover-related customer claims/rejections $\leq 0.5\%$ of releases per month.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-022 — Customer Communication & Status Notification

Estimated completion time: 15-30 minutes per notification event; ongoing across order lifecycle

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Keep lumber and wood-preserving customers informed of order status, production or shipping schedule changes, and completion so that downstream wholesalers (NAICS 423310) can plan inbound receiving and inventory. Consistent status notification reduces disputes, missed appointments, and freight detention.

2. Scope

Covers proactive customer status updates across the order lifecycle — acknowledgment, production milestones, schedule/grade or treatment changes, ship confirmation, and delivery completion — for orders fulfilled through lumber and wood wholesalers. Excludes complaint intake, which is covered under OD-023, and quality complaint investigation, which is covered under QC-021.

3. Responsibilities

- Order Coordinator (Operations) — issues status notifications, logs contacts, and confirms customer receipt at each milestone.
- Shipping Lead — provides real-time production, kiln/treatment, and load-out status feeding the notifications.
- Operations Supervisor — approves change notifications affecting committed ship dates, grade, or treatment scope; escalation point.

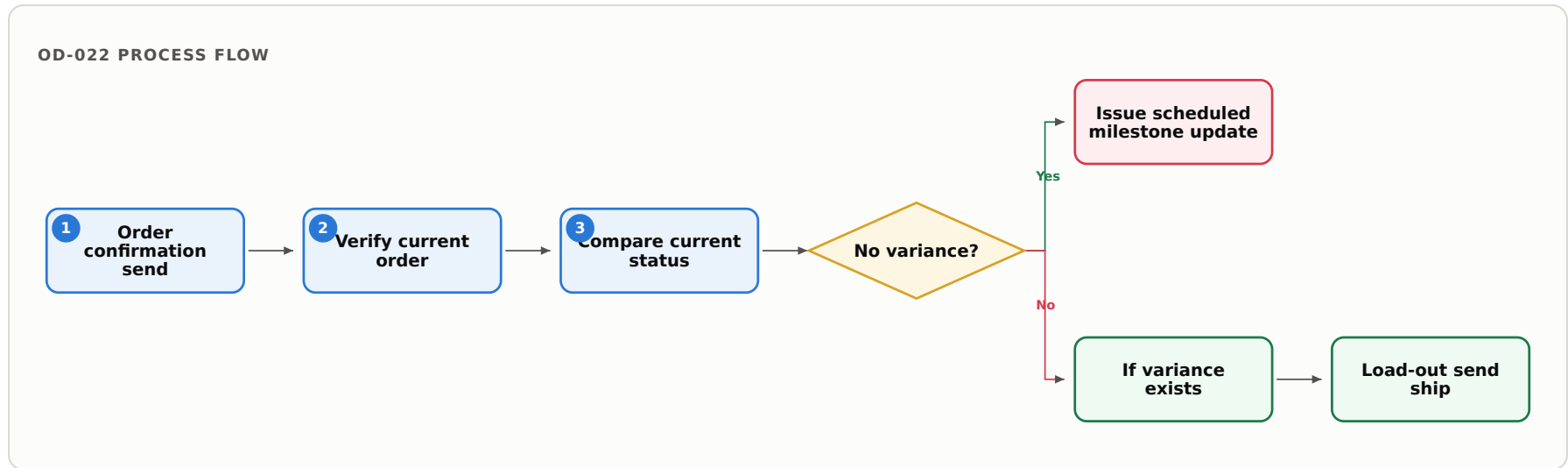
4. Required PPE & Lockout/Tagout

- Standard facility PPE when gathering status from the mill floor or load-out yard (hi-vis, hard hat, steel-toe); office/clerical PPE otherwise.
- Not applicable — no hazardous energy involved in the notification task itself.

5. Regulatory References

- None sector-specific to customer notification; internal Sales Order & Communications Policy applies. Where treated-wood shipments are involved, AWPA consumer information sheets and EPA-registered preservative labeling (FIFRA) accompany product but govern the product, not this notification workflow.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

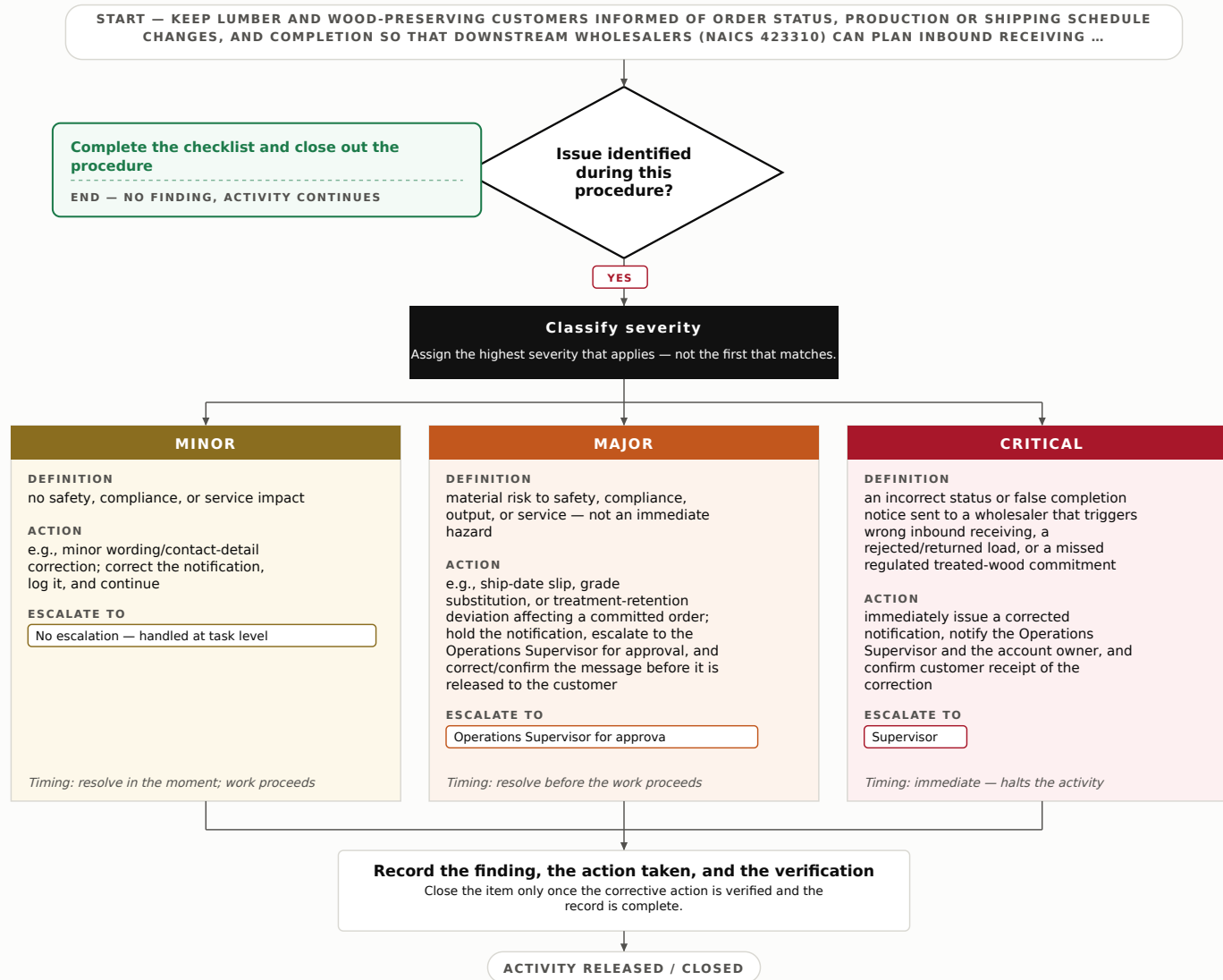


7. Step-by-Step Procedure

1. On order confirmation, send acknowledgment to the customer/wholesaler stating species, grade, treatment (if any), quantity (BF/units), and estimated ship window.
2. Verify current order status against the mill/kiln schedule and load-out plan with the Shipping Lead at each defined milestone (sawn, dried/treated, banded, staged).
3. Compare current status to the committed ship window; identify any variance in date, grade substitution, moisture content, or treatment retention.
4. If no variance, issue the scheduled milestone update through the standard channel (email/EDI/phone) using the approved template.
5. If a variance exists, apply the Decision Tree (Section 8) before releasing any change notification.
6. On load-out, send ship confirmation with carrier, BOL number, piece/unit count, and estimated delivery date to the receiving wholesaler.
7. On confirmed delivery, send completion notice and request receipt confirmation.
8. Log every contact — timestamp, channel, recipient, content, and customer acknowledgment — in the order communication record.

8. Decision Tree

Decision Tree — Customer Communication & Status Notification



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Acknowledgment sent within one business day of order confirmation, content matching the sales order.
- Each status/change notification verified against live schedule before release.
- Ship and completion notices reconcile to BOL and delivered piece count.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Order acknowledgment sent with species/grade/treatment/qty		
Status matches current mill/kiln/load-out schedule		
Change notifications approved by Supervisor before release		
Ship confirmation includes carrier, BOL, and unit count		
Completion notice sent and receipt requested		
All contacts logged with timestamp and channel		
No stale or superseded status left uncorrected		

11. KPIs

- Acknowledgment issued within 1 business day — $\geq 98\%$ of orders.
- On-time milestone/change notification (before affected ship event) — $\geq 95\%$.
- Notification accuracy (no corrected/retracted notices) — $\geq 99\%$.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-023 — Customer Feedback & Complaint Intake

Estimated completion time: 15-30 minutes per intake event

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To capture, log, and route customer feedback and complaints about lumber and preserved-wood products (grade disputes, moisture/warp claims, treatment-retention questions, short/damaged shipments) so that every contact is recorded consistently and directed to the correct owner without delay.

2. Scope

Covers first-touch intake of feedback and complaints received by phone, email, portal, or through the wholesaler channel — logging, classification, acknowledgment, and routing. Excludes quality complaint investigation, which is covered under QC-021, and corrective action, which is covered under QC-019.

3. Responsibilities

- Customer Service Coordinator (OD) — receives contact, records intake, acknowledges customer, and assigns initial routing.
- Operations Supervisor (OD) — reviews classification, confirms severity, and approves escalation or hand-off.
- Shipping/Order Desk Lead (OD) — supplies order, load, and bill-of-lading records needed to substantiate the complaint.

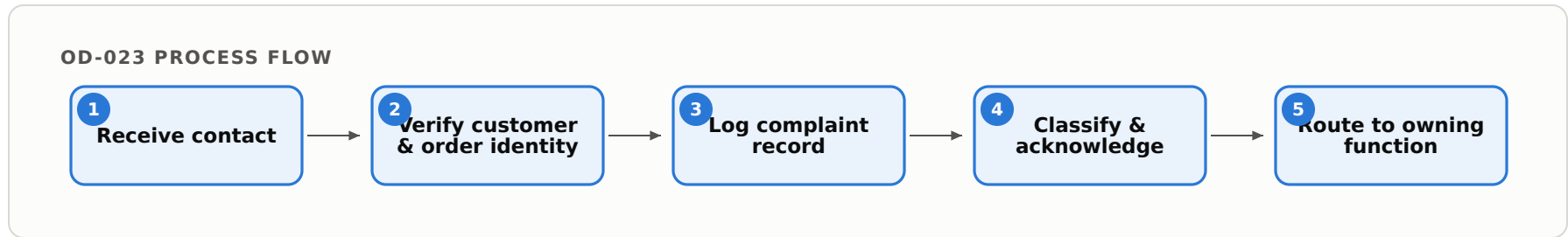
4. Required PPE & Lockout/Tagout

- Standard facility PPE only if visiting the yard to view returned product (hi-vis vest, safety glasses); none required for desk intake.
- Not applicable — no hazardous energy involved.

5. Regulatory References

- None sector-specific to complaint intake; internal Customer Service & Records Retention Policy applies. Supporting references where a claim touches product spec: American Lumber Standard (PS 20 / DOC PS 20-20), AWPA Use Category treatment standards, and EPA FIFRA labeling for treated-wood products (substantive review handled under QC-021).
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

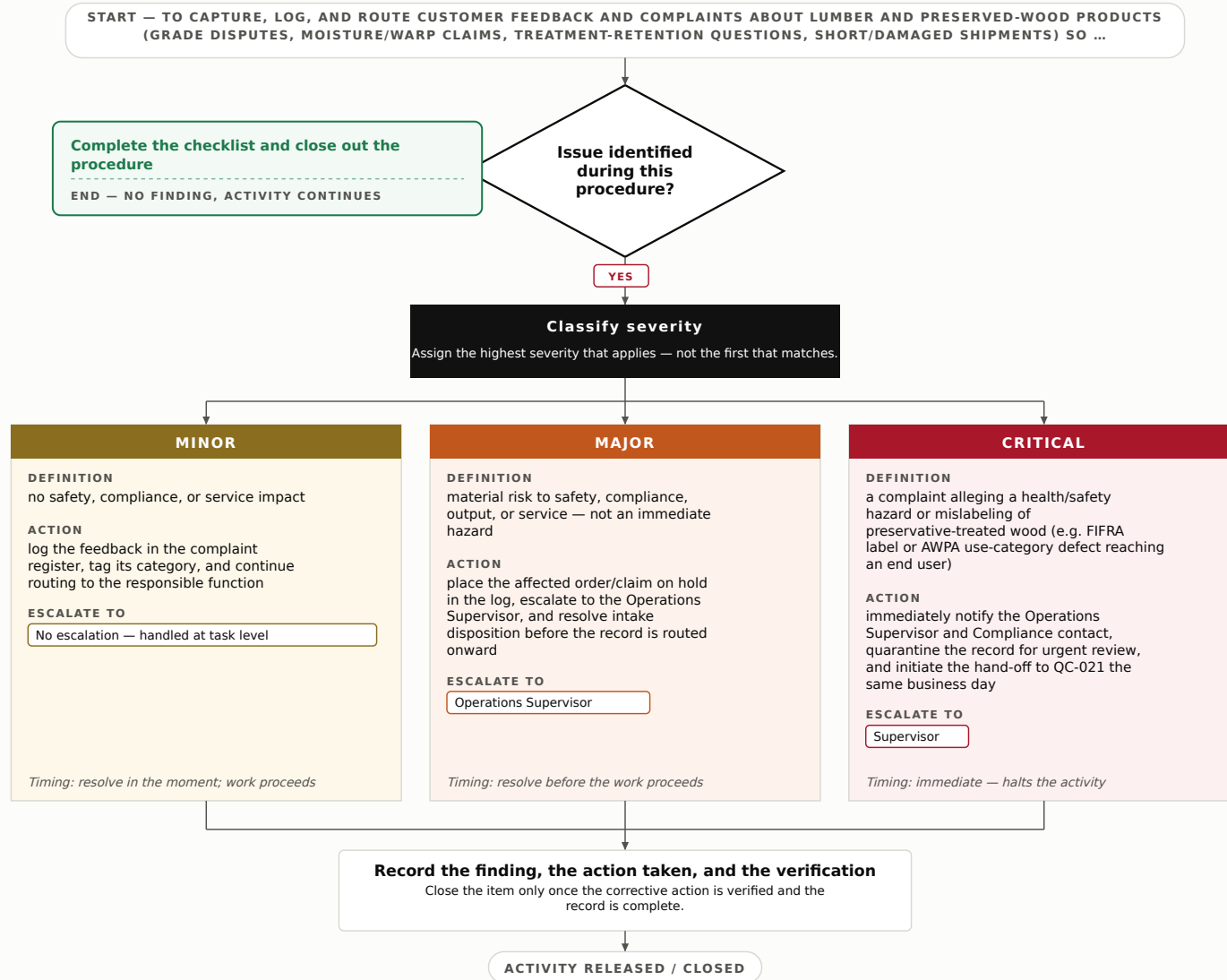


7. Step-by-Step Procedure

1. Receive the feedback or complaint via phone, email, portal, or wholesaler relay and greet the customer, capturing their name and callback contact.
2. Verify customer identity and locate the associated order, load number, and bill of lading with the Shipping/Order Desk Lead (product originating from wholesaler channel 423310).
3. Record the complaint category (grade dispute, moisture/warp, treatment-retention, short/damaged shipment, service issue) and the customer's stated impact.
4. Capture supporting details: species, dimension, treatment/UC class, quantity affected, lot or tally sheet reference, and any photos provided.
5. Classify severity using Section 8 and issue an acknowledgment to the customer with a reference number and expected next contact.
6. Route the record to the owning function — service/logistics items resolved in OD; product-conformance items handed to QC-021 for investigation.
7. Flag any potential treated-wood safety or labeling concern for immediate supervisor review.
8. Save the intake record to the customer complaint log and confirm all required fields are complete before closing the intake event.

8. Decision Tree

Decision Tree — Customer Feedback & Complaint Intake



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All mandatory intake fields (customer, order/load, category, severity) completed before close.
- Customer acknowledgment issued with a unique reference number.
- Routing destination confirmed and time-stamped in the log.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Customer identity and callback contact captured		
Order, load, and BOL reference located		
Complaint category and severity classified		
Acknowledgment sent with reference number		
Supporting details (species, dimension, UC class, qty) recorded		
Routing destination confirmed and logged		
Critical items escalated same business day		

11. KPIs

- Acknowledgment issued within 1 business day — target $\geq 95\%$.
- Intake records with all mandatory fields complete — target 100%.
- Complaints correctly routed on first pass (no re-routing) — target $\geq 90\%$.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

Phase 5 — Oversight & continuity

OD-024 — Operational Incident Reporting & Response

Estimated completion time: 30-60 minutes per incident (initial report and classification); follow-up resolution varies

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To provide a consistent method for reporting, classifying, and responding to operational incidents and near-misses in sawmill and wood-preserving operations — such as green-chain jams, kiln schedule deviations, treatment-cylinder retention failures, and off-spec run losses — so root causes are captured and recurrence is reduced.

2. Scope

Covers operational incidents and near-misses affecting production flow, product quality, throughput, and environmental/process compliance across sawing, drying, and preservation lines. Excludes safety incident reporting, which is covered under SD-018, and equipment breakdown reporting, which is covered under MD-009.

3. Responsibilities

- Shift Operator — Detects and reports incidents/near-misses at the workstation; contains affected material and logs initial details.
- Operations Supervisor — Classifies severity, coordinates response, authorizes resumption of the affected run, and escalates as required.
- Operations Manager — Reviews Major/Critical incidents, approves corrective actions, and owns the incident register and trend review.

4. Required PPE & Lockout/Tagout

- Standard facility PPE for the affected area (hard hat, safety glasses, hearing protection, cut-resistant gloves; chemical-resistant gloves and apron in preservation zones).
- Not applicable for the reporting task itself — no hazardous energy involved. If containment requires access to running equipment, LOTO is governed by MD-009.

5. Regulatory References

- 29 CFR 1904 — OSHA recording criteria (referenced only where an operational incident crosses into recordable injury; injury detail handled per SD-018).
- 40 CFR 264/265 — RCRA hazardous waste management (spills/releases of wood preservatives such as CCA, ACQ, creosote).
- EPA FIFRA label requirements and state pesticide-use rules governing wood-preserved retention and process deviations.
- Internal policy OD-POL-02 (Operational Incident Register) applies where no sector-specific standard governs.

- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

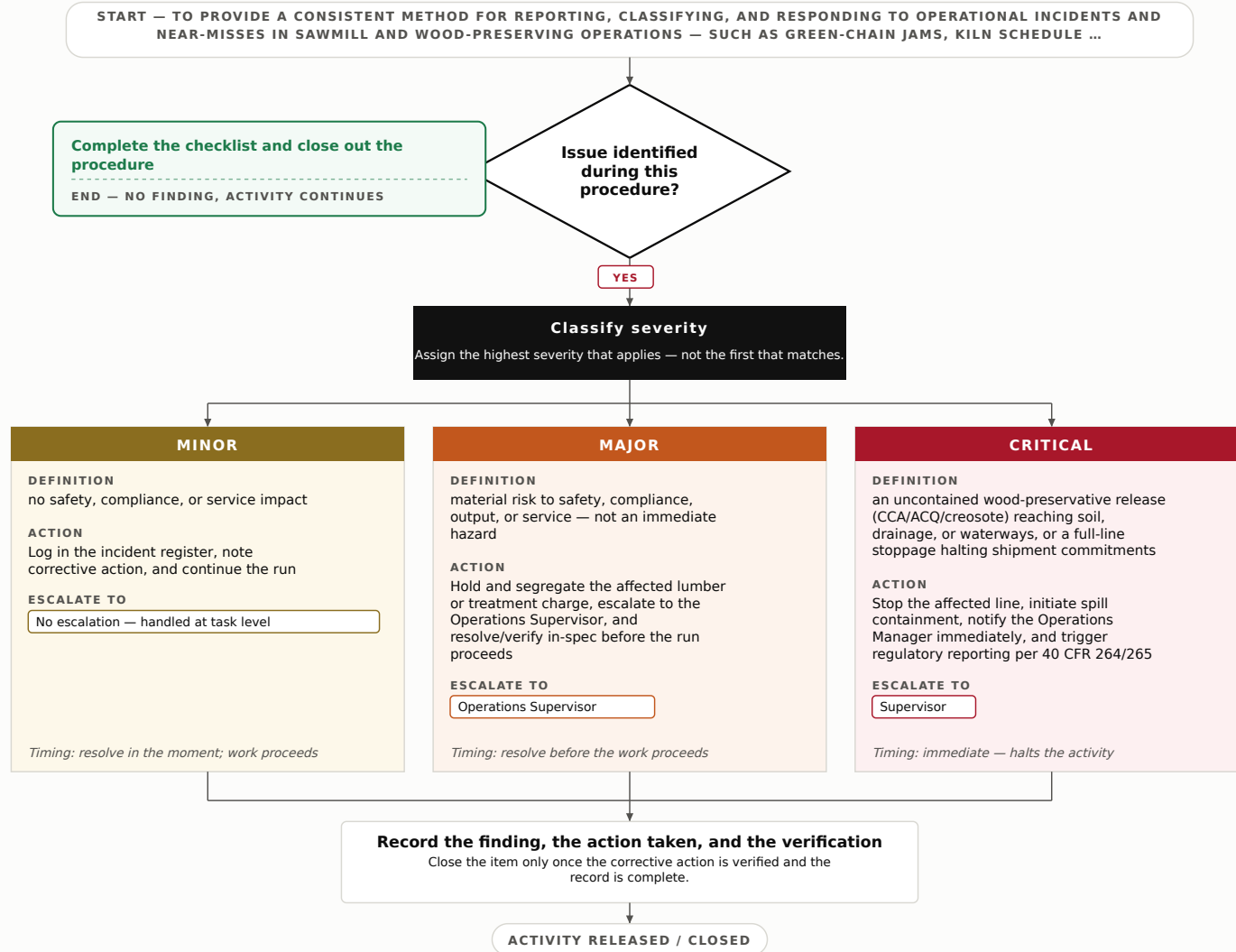


7. Step-by-Step Procedure

1. On observing an incident or near-miss (e.g., green-chain jam, kiln over/under-dry, treatment retention out of range, conveyor spill), stop or divert the affected work and make the area safe.
2. Contain affected material — segregate off-spec lumber, spilled preservative, or misrun stock; tag it "HOLD — Incident Pending."
3. Record initial details on the Operational Incident Form: date/time, line/station, product/batch or charge ID, description, and immediate action taken.
4. Notify the Operations Supervisor within 15 minutes of a Major or Critical event; log Minor events in the incident register by end of shift.
5. Supervisor classifies severity (Section 8) and assigns a response owner and target resolution time.
6. Implement containment and corrective action; verify the affected run/charge is safe and in-spec before releasing the HOLD.
7. Record root cause, corrective action, and any regulatory notification (e.g., preservative release reported per RCRA) in the incident register.
8. Close out the incident with Supervisor sign-off; escalate recurring or unresolved items to the Operations Manager for trend review.

8. Decision Tree

Decision Tree — Operational Incident Reporting & Response



READING THIS TREE

No finding

Activity stands. Complete the checklist and continue.

Minor

Handled in place at task level; no escalation.

Major

Supervisory decision required before the next stage.

Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All incidents/near-misses logged in the register within the same shift.
- Affected material segregated and HOLD-tagged before any release decision.
- Root cause and corrective action documented for every Major/Critical incident.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Incident/near-miss reported within required timeframe		
Affected material segregated and HOLD-tagged		
Severity classification recorded and correct		
Corrective action assigned with owner and due date		
Regulatory notification made where required (RCRA/FIFRA)		
Root cause documented in incident register		
Supervisor sign-off completed before HOLD release		

11. KPIs

- Incidents logged within same shift: $\geq 95\%$
- Major/Critical incidents with documented root cause: 100%
- Repeat incidents from same root cause within 90 days: $\leq 5\%$

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-025 — Emergency & Business Continuity Readiness Check

Estimated completion time: 2-4 hours

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure confirms that the sawmill and wood-preservation operation can respond to a disruption (fire, storm, power loss, log-supply interruption, or key-machinery failure) and resume production with minimal loss to green lumber, treated stock, and customer orders. It verifies readiness — not the response event itself.

2. Scope

Covers the periodic review of business-continuity documentation, resumption sequences, critical-vendor contacts, and recovery-priority ranking for the debarker, headrig, kilns, and treatment lines. Excludes emergency drills and live emergency response, which are covered under SD-015 and SD-016, and backup power systems, covered under ED-027.

3. Responsibilities

- Operations Manager — owns the continuity plan, approves recovery priorities, verifies readiness sign-off.
- Mill Safety Coordinator — validates evacuation/re-entry readiness references and hazard containment assumptions.
- Shift Supervisor — confirms machine-restart sequences and green/treated inventory recovery steps are current and workable.

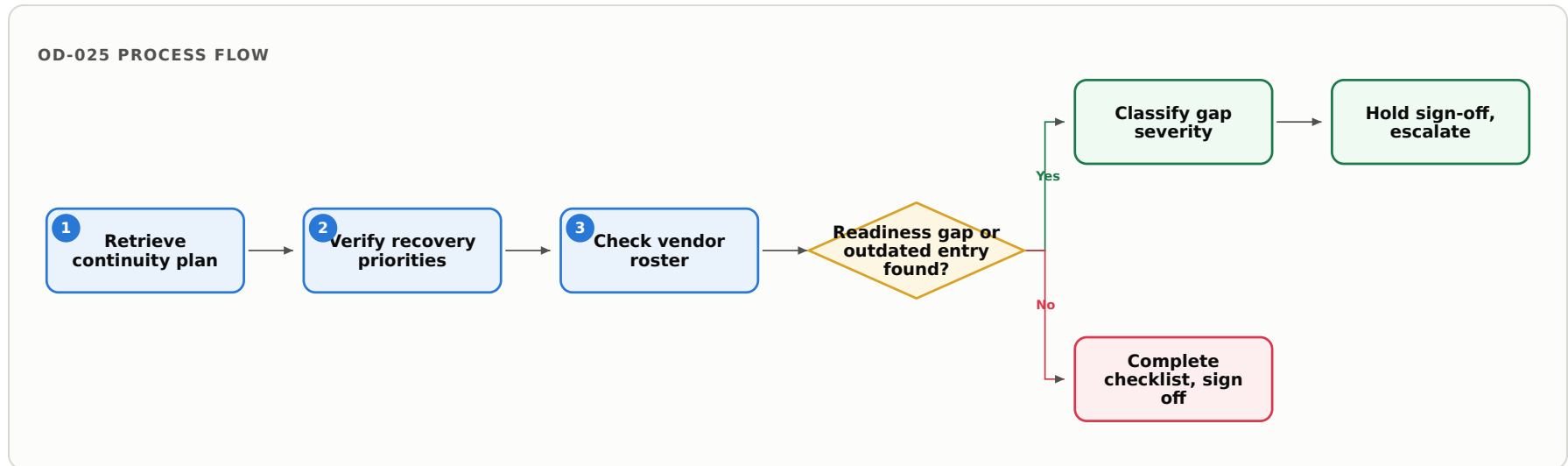
4. Required PPE & Lockout/Tagout

- Standard facility PPE for any walk-down of the mill floor (hard hat, hi-vis, safety glasses, hearing protection, steel-toe boots).
- Not applicable — this is a documentation and readiness verification task; no hazardous energy is isolated. LOTO for any equipment inspection remains per the equipment's own procedure.

5. Regulatory References

- OSHA 29 CFR 1910.38 (Emergency Action Plans); 29 CFR 1910.157 (Portable Fire Extinguishers); 29 CFR 1910.272 where applicable to dust; EPA 40 CFR 262 (hazardous-waste contingency planning applicable to wood-preserved operations under FIFRA-registered treatments).
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

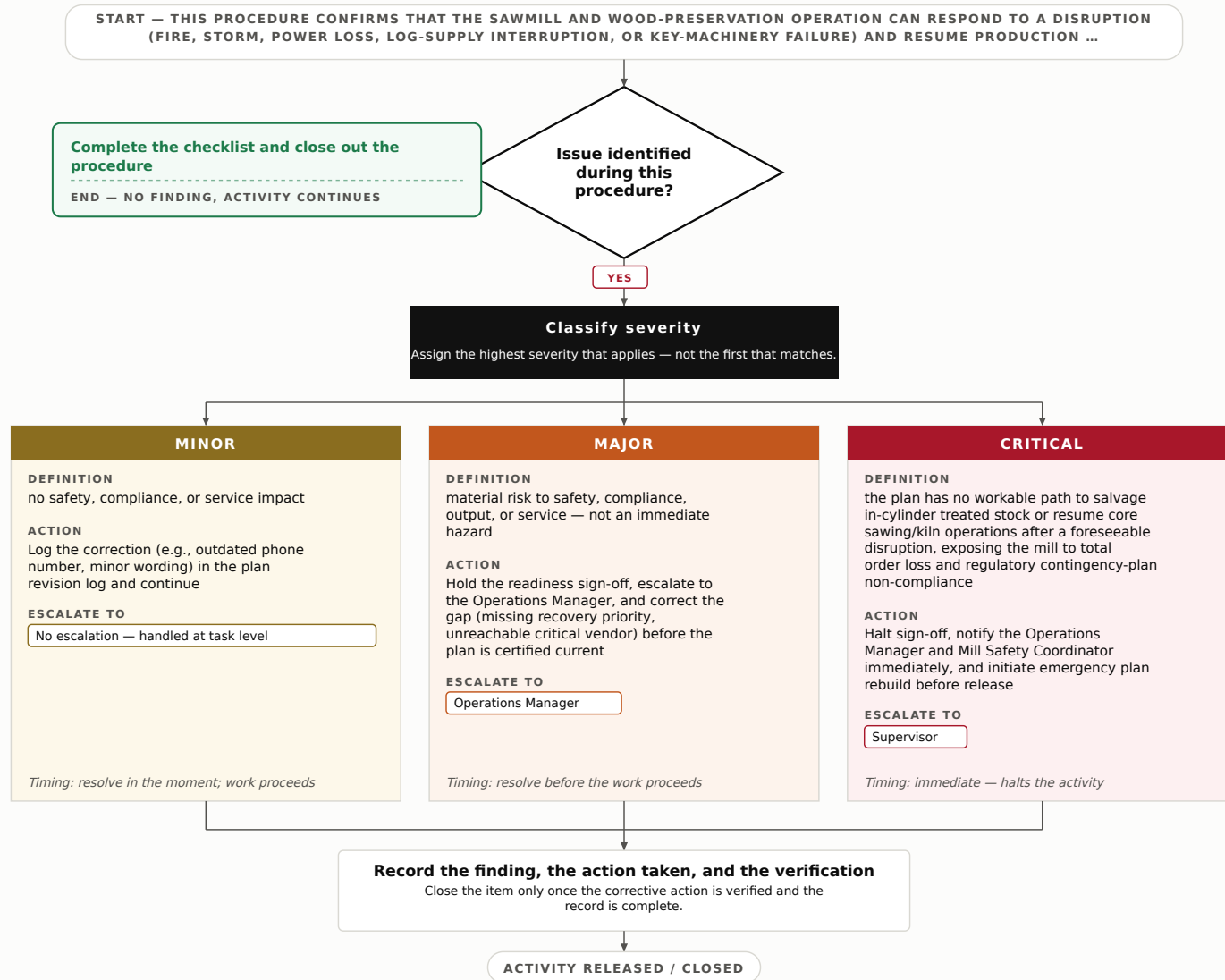


7. Step-by-Step Procedure

1. Retrieve the current Business Continuity Plan, critical-vendor roster, and recovery-priority list; confirm revision date is within the review interval.
2. Confirm the disruption scenarios addressed (fire, severe weather, extended power loss, log-supply interruption from logging suppliers, headrig/kiln failure) still reflect the operation's real exposure.
3. Verify recovery-priority ranking for core assets (debarker, headrig, edger, kilns, treatment cylinders) is current and that perishable green lumber and in-cylinder treated stock have documented salvage/hold steps.
4. Check that the critical-vendor contact roster is accurate and reachable — log suppliers, sawmill machinery service, and resin/preservative suppliers — and that alternate sources are named.
5. Confirm resumption sequences (order of restart, quality re-verification before shipping, WIP recovery) are documented and reference the correct owning procedures (drills per SD-015/SD-016; backup power per ED-027).
6. Verify downstream notification steps exist for lumber and wood wholesalers so committed orders and lead times can be re-communicated after a disruption.
7. Identify any gaps or outdated entries; classify per the Decision Tree and route accordingly.
8. Record findings on the Inspection Checklist, update the plan revision log, and obtain supervisor verification.

8. Decision Tree

Decision Tree — Emergency & Business Continuity Readiness Check



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Plan revision date and scenario coverage confirmed current.
- Recovery-priority ranking and green/treated stock salvage steps present and workable.
- Critical-vendor roster and downstream notification steps verified reachable and accurate.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Business Continuity Plan within review interval		
Disruption scenarios reflect current mill exposure		
Recovery-priority ranking for debarker/headrig/kilns/treatment current		
Green lumber & in-cylinder treated stock salvage steps documented		
Critical-vendor roster accurate and reachable		
Resumption sequences reference correct owning procedures (SD-015/016, ED-027)		
Downstream wholesaler notification steps present		

11. KPIs

- Continuity plan review currency: reviewed within last 12 months (target 100%).
- Critical-vendor roster verified reachable: $\geq 95\%$ of listed contacts confirmed.
- Unresolved Major/Critical readiness gaps at sign-off: 0.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-026 — Regulatory, License & Permit Currency Verification

Estimated completion time: 3-5 hours per verification cycle (quarterly review)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To confirm that every operating license, environmental permit, and product/chemical registration required to run this sawmill and wood-preserving facility is current, valid, and on file — preventing lapsed-authorization shutdowns, fines, or shipment holds.

2. Scope

Covers verification of business operating licenses, air emissions and stormwater/wastewater discharge permits, wood-preservative and boiler/dry-kiln registrations, and hazardous-material handling authorizations tied to sawmill and treating operations. Excludes safety regulatory compliance (see SD-028) and permit-to-work authorization (see MD-007), which are authored in their own modules.

3. Responsibilities

- Operations Compliance Coordinator — maintains the license/permit register, tracks renewal dates, and runs each verification cycle.
- Plant Operations Manager — reviews findings, authorizes corrective action, and approves resource for renewals.
- Environmental/Regulatory Liaison — confirms permit conditions with issuing agencies (state environmental agency, EPA regional office) and files renewals.

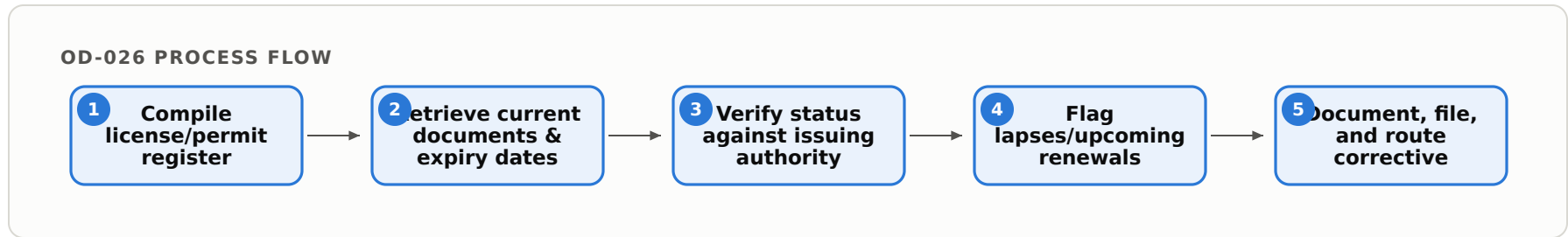
4. Required PPE & Lockout/Tagout

- Standard facility PPE if walking the treating/kiln area to confirm posted permits; office task otherwise.
- Not applicable — no hazardous energy involved.

5. Regulatory References

- Clean Air Act Title V operating permits (40 CFR Part 70) — applicable to boilers, dry kilns, and PCWP MACT (40 CFR Part 63 Subpart DDDD).
- Clean Water Act NPDES stormwater/wastewater discharge permits (40 CFR Part 122).
- FIFRA pesticide/wood-preservative registration (40 CFR Part 152) for treating chemicals (e.g., ACQ, CCA, borates).
- RCRA hazardous waste generator status (40 CFR Part 262); applicable state-plan environmental authorizations.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

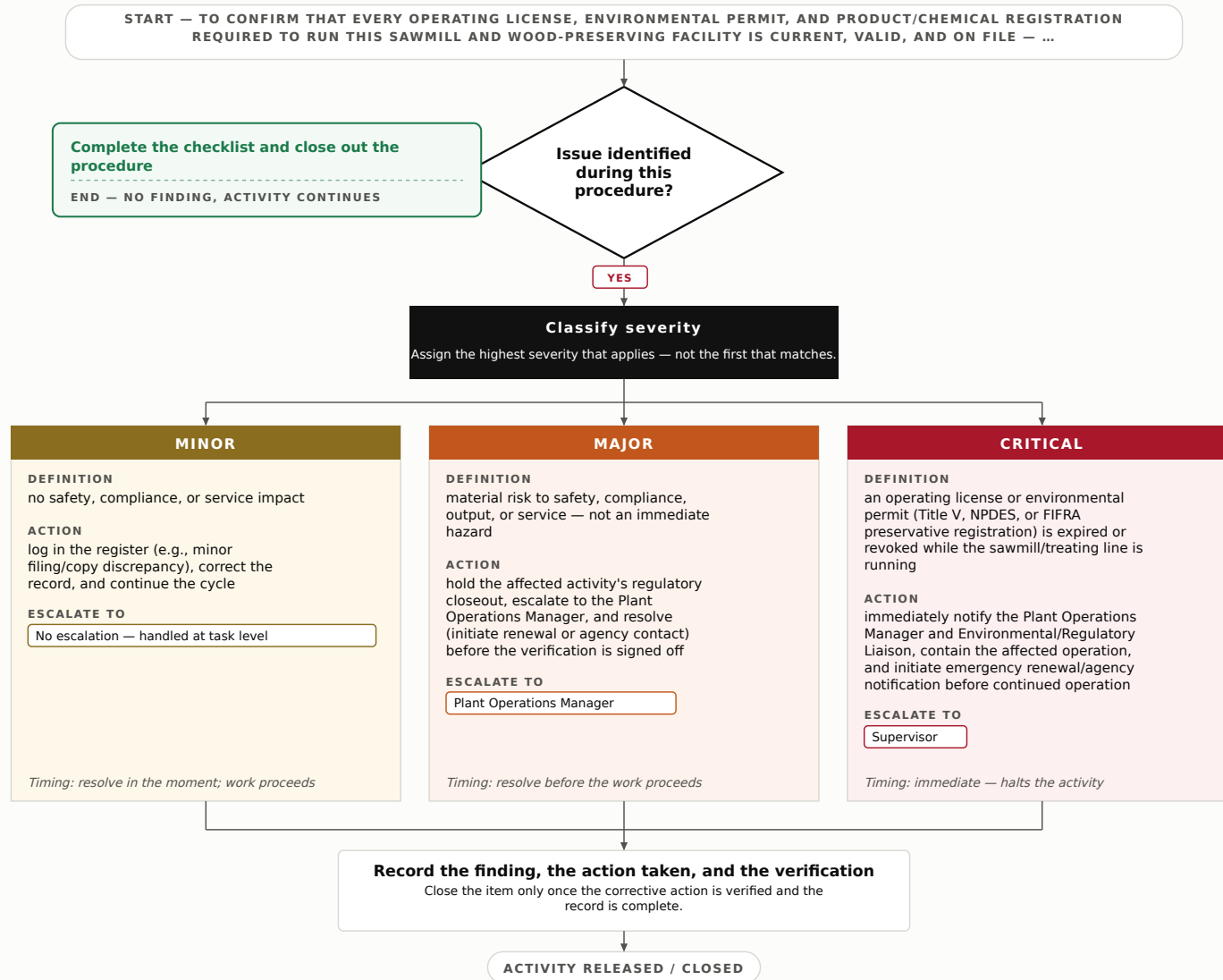


7. Step-by-Step Procedure

1. Open the master license/permit register and list every required authorization: business license, Title V air permit, NPDES discharge permit, PCWP MACT compliance status, FIFRA preservative registrations, RCRA generator ID, and dry-kiln/boiler operating permits.
2. Retrieve the current physical or electronic certificate for each entry and record its issue date, expiry date, and permit/registration number.
3. Cross-check each expiry against the issuing authority's public portal or renewal notice to confirm the copy on file is the active version (no superseded conditions).
4. Confirm posted permits at the treating line, kiln, and boiler match the register and are the current-year copies.
5. Identify any authorization expiring within 90 days and any already lapsed; note required lead time for renewal filings.
6. Verify that reportable permit conditions (emissions limits, discharge monitoring, preservative use records) have current submittals on file — confirm safety-permit hand-offs per SD-028 without duplicating that review.
7. Flag discrepancies to the Plant Operations Manager and assign renewal/correction owners with due dates.
8. Update the register, attach evidence, and file the signed verification record.

8. Decision Tree

Decision Tree — Regulatory, License & Permit Currency Verification



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every register entry has a verified expiry date and matching current document on file.
- All authorizations expiring within 90 days have an assigned renewal owner and due date.
- Posted permits at treating line, kiln, and boiler match the register.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Business operating license current and on file		
Title V air permit / PCWP MACT status current		
NPDES stormwater/wastewater discharge permit current		
FIFRA wood-preserved registration(s) current		
RCRA generator ID and status verified		
Dry-kiln / boiler operating permits current		
Posted permits match register at point of use		

11. KPIs

- Authorizations verified current: 100% of register entries per cycle.
- Renewals filed before expiry: ≥ 30 days lead time, 100% of applicable permits.
- Lapsed authorizations during operation: 0 per year.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-027 — Operational Risk Review

Estimated completion time: 3-5 hours per review cycle (quarterly)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

To conduct a periodic, structured review of operational risks and their associated controls across sawmill and wood-preserving operations — headrig/edger/planer throughput interruptions, kiln and treating-cylinder process failures, log-yard inventory exposure, and supplier continuity — so that risk exposure is identified, scored, and mitigated before it degrades production or delivery reliability.

2. Scope

Covers the periodic identification, scoring, and control-review of operational (business-continuity, process-reliability, and supply-chain) risks within the Operations Department at a WOOD_PRODUCTS sawmill and wood-preservation facility. Excludes safety hazard/risk assessment, which is covered under SD-004, and quality preventive action, which is covered under QC-020.

3. Responsibilities

- Operations Manager — owns the risk review cycle, approves the risk register, and authorizes mitigation funding and priorities.
- Production Supervisor (Mill/Kiln/Treating) — supplies process-reliability data, control status, and downtime history for their line.
- Operations Risk Coordinator — facilitates the review, maintains the risk register, scores risks, and tracks mitigation actions to closure.

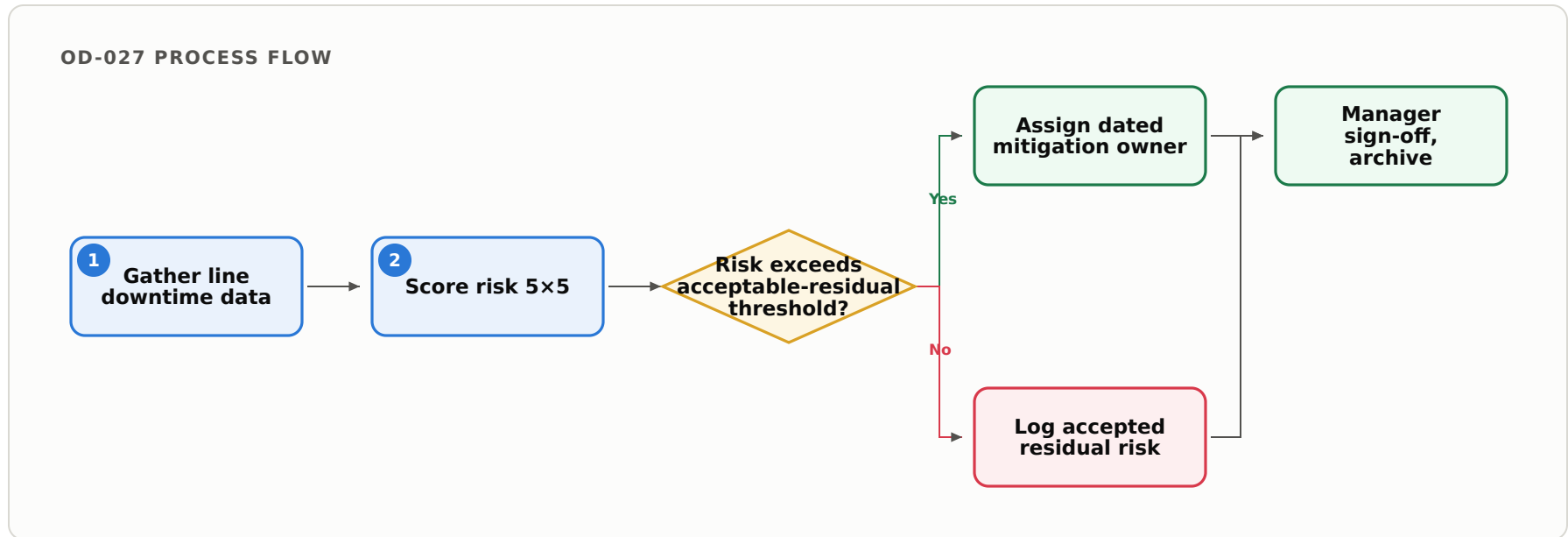
4. Required PPE & Lockout/Tagout

- Standard facility PPE when observing active lines (hi-vis, hearing protection, safety glasses, steel-toe footwear); administrative PPE otherwise.
- Not applicable — this is an administrative review task; no hazardous energy is controlled. Any physical control verification on running equipment must observe existing LOTO under the equipment's own procedure.

5. Regulatory References

- 29 CFR 1910.119 (Process Safety Management) — where treating chemicals exceed threshold quantities; applicability facility-specific.
- 40 CFR Part 112 (SPCC) — for creosote/oil-borne preservative and fuel storage continuity risks.
- EPA/state wood-preserving conditions under 40 CFR Part 264/265 (RCRA) where applicable to treating-cylinder operations.
- Internal policy OD-POL-Risk (Operational Risk Register standard) governs cadence and scoring.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

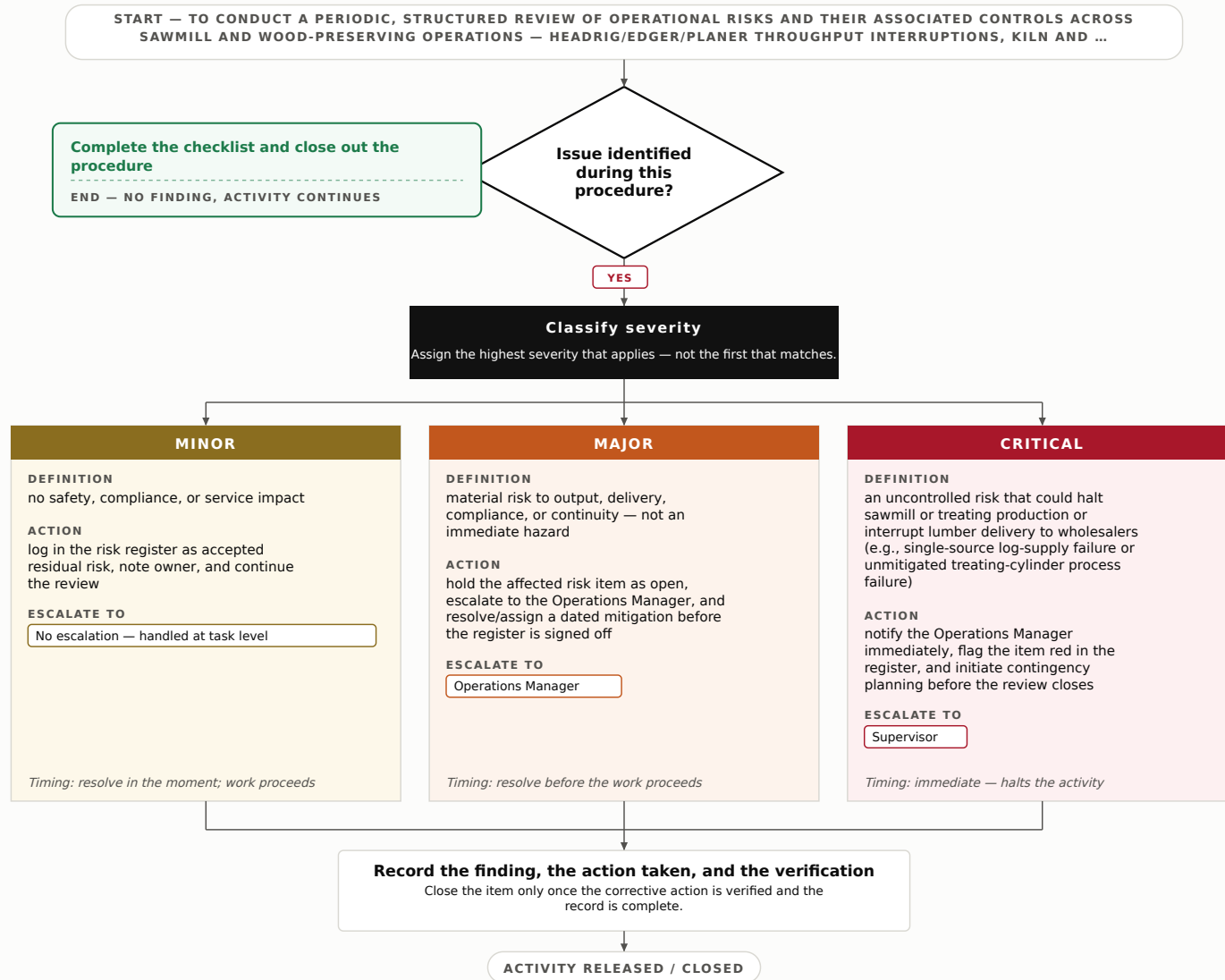


7. Step-by-Step Procedure

1. Confirm review cadence and scope; pull prior register, downtime logs, and open mitigation actions from last cycle.
2. Gather current-cycle inputs: mill/edger/planer downtime data, kiln and treating-cylinder process-deviation records, log-yard inventory levels, and supplier delivery-reliability data (logging and sawmill inputs).
3. Identify new or changed operational risks by line — mechanical failure, kiln/treating process failure, feedstock shortage, single-supplier dependency, seasonal log-supply variability.
4. Score each risk for likelihood × operational consequence (output, delivery, continuity) using the OD-POL-Risk 5×5 matrix.
5. Assess control adequacy for each scored risk — is the existing control present, documented, and effective? Flag gaps.
6. Assign mitigation actions to a named owner with due dates for any risk exceeding the acceptable-residual threshold.
7. Review supplier-continuity risks against upstream log and lumber-input dependencies; escalate single-source exposure.
8. Finalize the updated risk register, obtain Operations Manager sign-off, schedule the next review, and archive the record.

8. Decision Tree

Decision Tree — Operational Risk Review



READING THIS TREE

■ **No finding**

Activity stands. Complete the checklist and continue.

■ **Minor**

Handled in place at task level; no escalation.

■ **Major**

Supervisory decision required before the next stage.

■ **Critical**

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Every line (mill, kiln, treating, log yard) has current-cycle data represented in the register.
- All scored risks above threshold have a named owner and due date.
- Control-adequacy assessment completed and documented for each high-scoring risk.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Prior-cycle mitigation actions reviewed and status updated		
Downtime/process-deviation data gathered for all lines		
Supplier-continuity risks (log/lumber inputs) assessed		
All risks scored per OD-POL-Risk 5×5 matrix		
Control adequacy documented for above-threshold risks		
Mitigation owners and due dates assigned		
Register signed off and next review scheduled		

11. KPIs

- Review cycle completed on schedule — 100% of quarterly cycles.
- Above-threshold risks with assigned dated mitigation — $\geq 95\%$.
- Overdue mitigation actions carried over — $\leq 10\%$ of open actions.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

Phase 6 — Performance, records & close

OD-028 — Operational KPI Review

Estimated completion time: 45-90 minutes per review cycle

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure establishes how the Operations team reviews plant-wide operating performance — sawmill throughput, green-to-dry recovery, kiln and treatment line utilization, and downtime — against defined targets so that trends are caught early and corrective action is triggered before yield or schedule is lost.

2. Scope

Covers the periodic review of operations-level performance measures (throughput, uptime, recovery, downtime, schedule attainment) for the sawmill, drying, and preservation lines. Excludes department-specific KPI reviews for maintenance (MD-030), quality/spec conformance (QC-030), and shipping/order fulfillment (SD-030); scope here is operations measures only.

3. Responsibilities

- Operations Manager — owns the review, sets/adjusts targets, approves corrective actions, and signs off each cycle.
- Shift Production Supervisor — supplies shift-level throughput, downtime, and recovery data; explains variances on the floor.
- Operations Analyst / Scheduler — compiles data from the mill control system, verifies data integrity, and prepares the KPI dashboard.

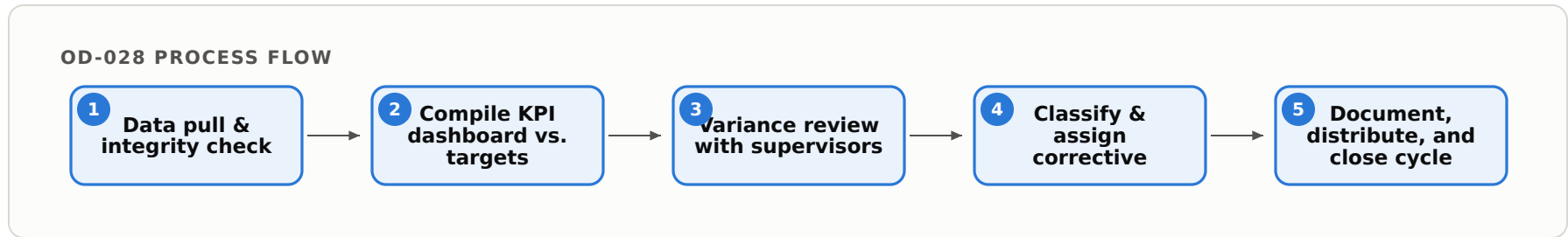
4. Required PPE & Lockout/Tagout

- Standard facility PPE if the review includes a floor walk (hard hat, hearing protection, safety glasses, high-visibility vest); office-only review requires none.
- Not applicable — no hazardous energy involved in the review itself; do not enter machine zones without following MD-030 LOTO.

5. Regulatory References

- None sector-specific to KPI review as an administrative activity; internal Operations policy governs. Data drawn from OSHA 29 CFR 1910 (recordable downtime/incident interplay) and facility environmental-permit production limits may inform targets.
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

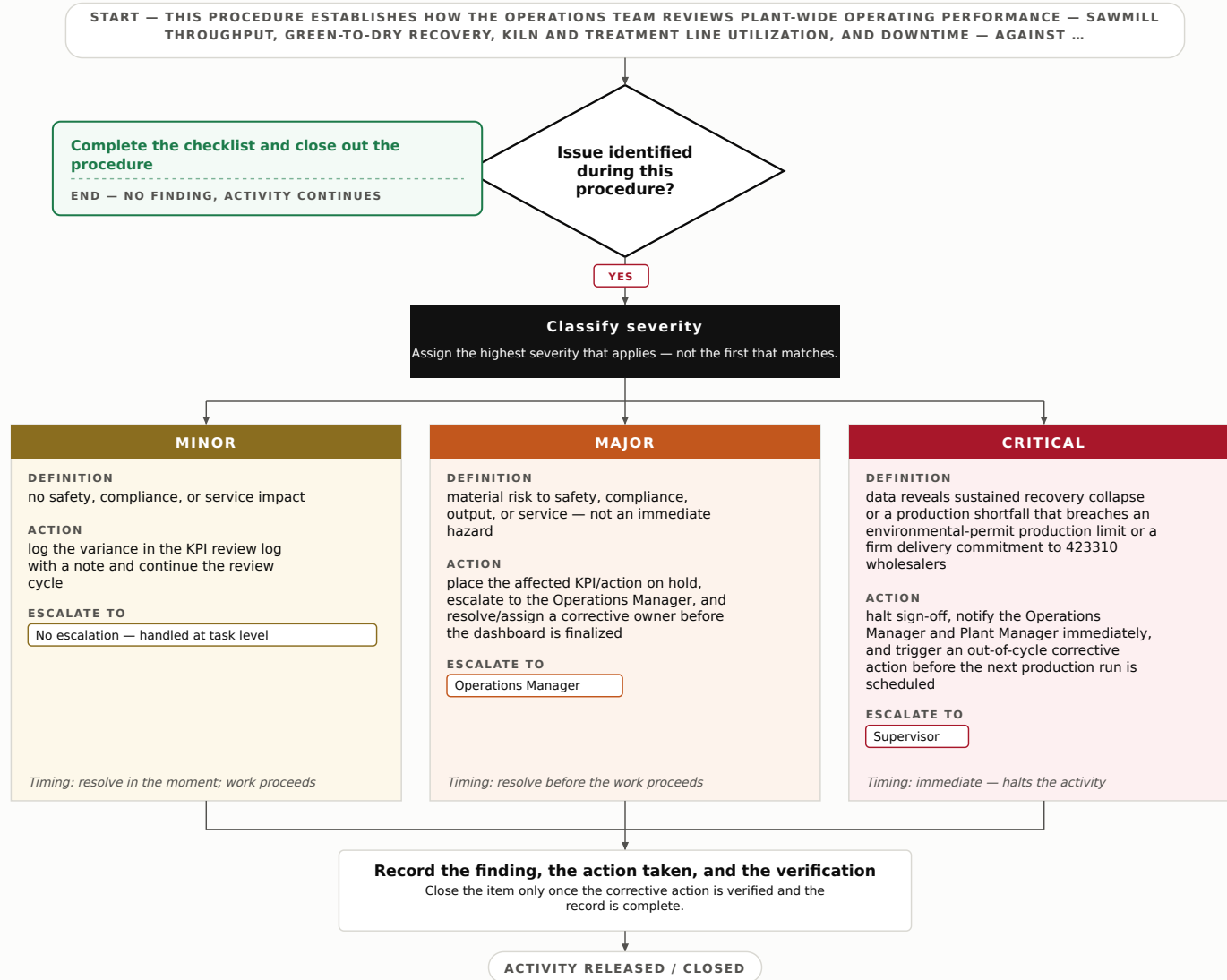


7. Step-by-Step Procedure

1. Confirm the review period (shift, day, or week) and pull raw data from the mill control system, kiln schedule, and treatment-line logs.
2. Verify data integrity: reconcile board-foot output against scaled log input (from 113310 Logging receipts) and flag any missing or duplicated entries before proceeding.
3. Compile the operations dashboard — throughput (BF/shift), green-to-dry recovery %, line uptime %, unplanned downtime hours, and schedule attainment — each against its defined target.
4. Highlight every KPI outside its control band; mark direction and magnitude of variance versus the prior period.
5. Hold the variance review with Shift Production Supervisors; capture root-cause notes for each out-of-band measure (feedstock quality, saw changes, kiln cycle overruns, staffing).
6. Classify each finding by severity (Section 8) and assign a responsible owner and due date for corrective actions within operations scope; hand off maintenance-driven causes to MD-030.
7. Record decisions, targets adjusted, and actions in the KPI review log; distribute the dashboard summary to the Operations Manager and shift leads.
8. Archive the completed dashboard, checklist, and this signed procedure per the facility records-retention schedule.

8. Decision Tree

Decision Tree — Operational KPI Review



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Data reconciled to source (log intake vs. output) before dashboard is built.
- Every out-of-band KPI has a documented root cause and named owner.
- Targets in use match the current approved target set (no stale thresholds).
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Review period defined and data source current		
Output reconciled to scaled log input		
All five operations KPIs compiled vs. target		
Out-of-band KPIs flagged and root-caused		
Corrective actions assigned with owner/due date		
Maintenance/quality causes handed off (MD-030/QC-030)		
Review log updated and dashboard distributed		

11. KPIs

- Green-to-dry recovery vs. target: $\geq 48\%$ (or facility standard), within $\pm 2\%$.
- Line uptime (sawmill + treatment): $\geq 85\%$ of scheduled run time.
- Schedule attainment: $\geq 95\%$ of planned board-foot output per period.

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-029 — Operational Records Retention & Documentation Audit

Estimated completion time: 3-5 hours per audit cycle (quarterly)

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

This procedure verifies that operational records — production run logs, kiln-drying and preservative treatment charge records, log scaling tickets, grade tally sheets, and shipment manifests — are complete, accurate, and retained for the required period. It ensures the sawmill can demonstrate traceability and meet EPA and state wood-preserving recordkeeping obligations.

2. Scope

Covers the audit of Operations-owned records: incoming log receipts, mill production and yield logs, kiln schedules, CCA/ACQ/borate treatment charge logs, and outbound lumber shipment documentation, from creation through retention and disposal. Excludes quality/grade-conformance records (see QC-029), safety records (see SD-029), and HR/personnel records (see HR-029).

3. Responsibilities

- Operations Records Coordinator — pulls sample records, verifies completeness and accuracy against the retention schedule, logs findings.
- Operations Supervisor — reviews findings, authorizes corrective action, signs off on audit closure.
- Treatment/Kiln Lead — provides treatment charge logs and kiln schedules, confirms entry accuracy for their area.

4. Required PPE & Lockout/Tagout

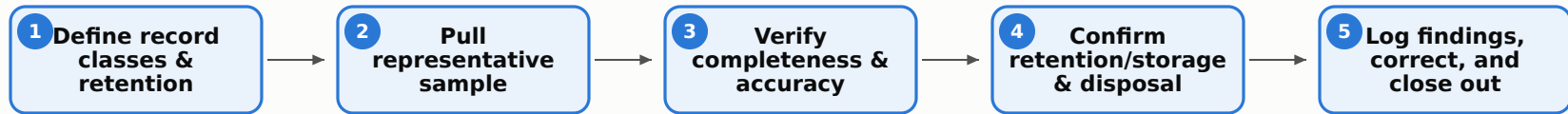
- Standard facility PPE if entering production/yard areas to retrieve source documents; office review requires none.
- Not applicable — no hazardous energy involved.

5. Regulatory References

- 40 CFR 262 (RCRA generator recordkeeping — preservative/chemical waste, where applicable)
- FIFRA §7 / 40 CFR 156-169 (pesticide/preservative use and treatment records for wood-preserving operations)
- 29 CFR 1910.1200 (Hazard Communication — SDS and chemical inventory records)
- Internal Operations records-retention policy (governs record classes with no sector-specific mandate)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

OD-029 PROCESS FLOW

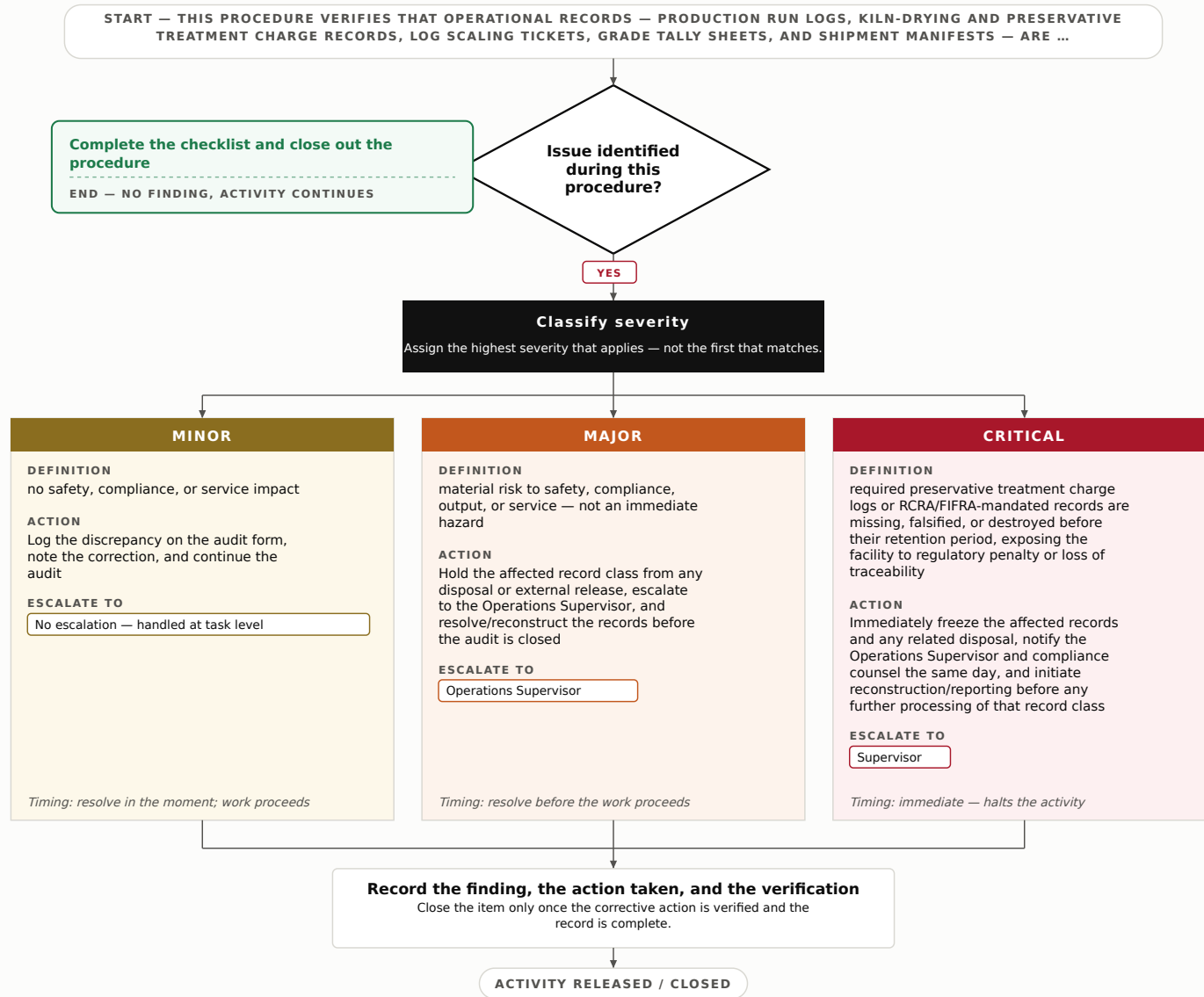


7. Step-by-Step Procedure

1. Retrieve the current records-retention schedule and confirm required hold periods for each Operations record class (log receipts, production/yield logs, kiln schedules, treatment charge logs, shipment manifests).
2. Select a representative sample from each class covering the audit period (minimum 10% or 10 records, whichever is greater).
3. Verify each sampled record is complete — all required fields populated (date, run/charge ID, species, volume/board footage, operator, chemical retention values for treated stock).
4. Verify accuracy by cross-checking sampled records against source data (scale tickets vs. log receipts; treatment charge logs vs. preservative usage; shipment manifests vs. outbound orders to 423310 wholesalers).
5. Confirm records are stored in the designated system/location, legible, and retrievable, and that no record was disposed of before its retention date.
6. Flag any missing, incomplete, inaccurate, or prematurely destroyed records and classify per Section 8.
7. Coordinate correction of deficiencies with the responsible area lead and re-verify.
8. Document audit results, sample list, findings, corrective actions, and closure on the Operations Records Audit form; retain per schedule.

8. Decision Tree

Decision Tree — Operational Records Retention & Documentation Audit



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- Retention schedule confirmed current for all audited record classes.
- Sample size and coverage meet the minimum threshold for the period.
- All accuracy cross-checks (scale tickets, treatment logs, manifests) reconciled.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Retention schedule current and covers all Operations record classes		
Sample pulled meets minimum size/coverage		
All sampled records complete (no missing required fields)		
Treatment charge logs reconcile to preservative usage		
Scale tickets / production logs reconcile to source data		
Shipment manifests match outbound orders		
No records disposed of before retention date		

11. KPIs

- Record completeness rate $\geq$ 98% of sampled records
- Accuracy reconciliation rate $\geq$ 99% of cross-checked records
- Critical findings per audit cycle = 0

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team

OD-030 — End-of-Shift / End-of-Day Operations Closeout

Estimated completion time: 45-90 minutes

Provided for general informational and operational purposes as part of the Wood Products archetype library. Does not constitute a certified safety program. Verify all regulatory references and equipment-specific tolerances with a qualified engineer or safety professional before implementation.

1. Purpose

Close the operating period at the sawmill and preservation line by safely powering down and securing production equipment, reconciling green/dry lumber and treated-stock counts against the day's production log, and documenting the closeout so the next period can resume without loss of material accountability or unsafe conditions.

2. Scope

Covers end-of-shift/end-of-day securing, reconciliation, and documentation across the headrig/edger/trimmer line, kilns, and treatment cylinders in the Operations department. Excludes start-of-period power-up (see OD-001) and person-to-person shift handover (see OD-002); this procedure produces the record those steps rely on but does not author them.

3. Responsibilities

- Shift Supervisor (Operations) — authorizes closeout, verifies equipment secured and counts reconciled, signs off.
- Mill Operator / Sawyer — powers down and secures cutting line and dust-collection, clears debris, logs machine hours and downtime.
- Treatment/Kiln Operator — secures treatment cylinders and kiln charges, confirms chemical containment, records charge status.

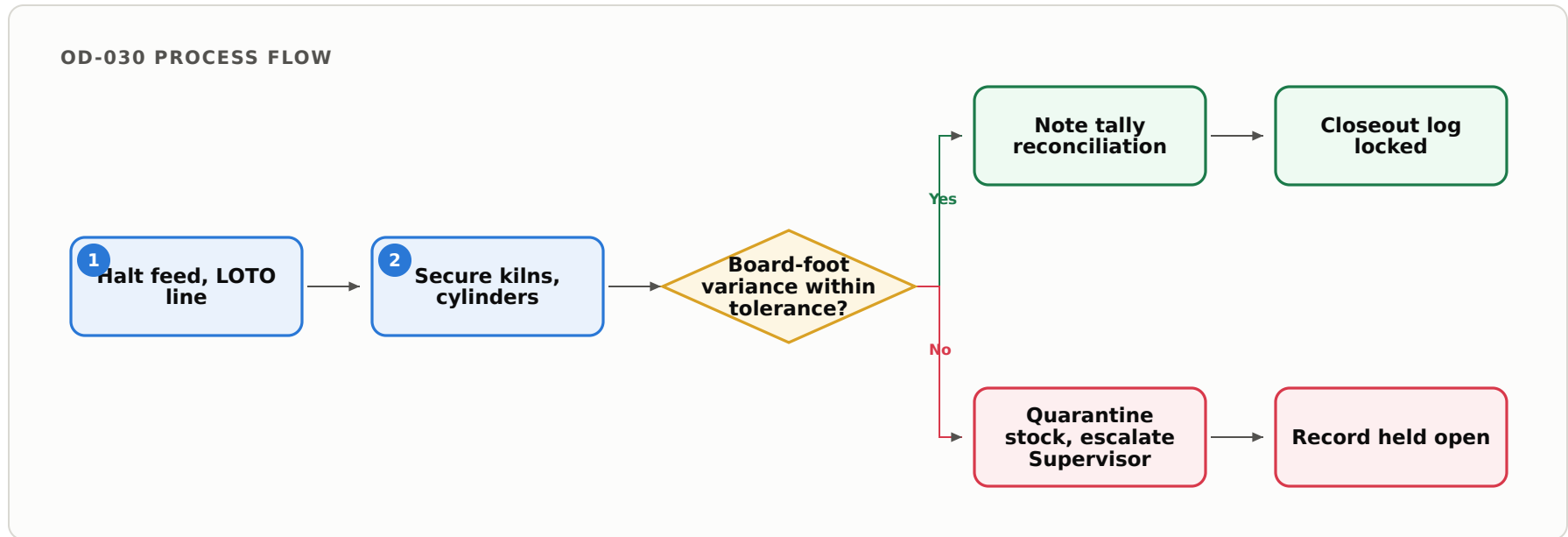
4. Required PPE & Lockout/Tagout

- Standard facility PPE: hard hat, cut-resistant gloves, safety glasses, hearing protection, steel-toe boots; chemical-resistant gloves and apron when near preservative (CCA/ACQ/creosote) systems.
- LOTO required: apply lockout/tagout to headrig, edger, trimmer, chippers, and conveyor drives before clearing; verify zero energy on dust-collection and pneumatic systems. Treatment cylinders isolated and depressurized per manufacturer sequence.

5. Regulatory References

- 29 CFR 1910.147 (The Control of Hazardous Energy — Lockout/Tagout)
- 29 CFR 1910.265 (Sawmills)
- 29 CFR 1910.1200 (Hazard Communication — preservative chemicals)
- 40 CFR 262 (RCRA — generator handling of preservative/hazardous waste)
- Note: confirm applicability of sector-specific standards and any state-plan equivalents for this facility before customer-facing release.

6. Process Flow

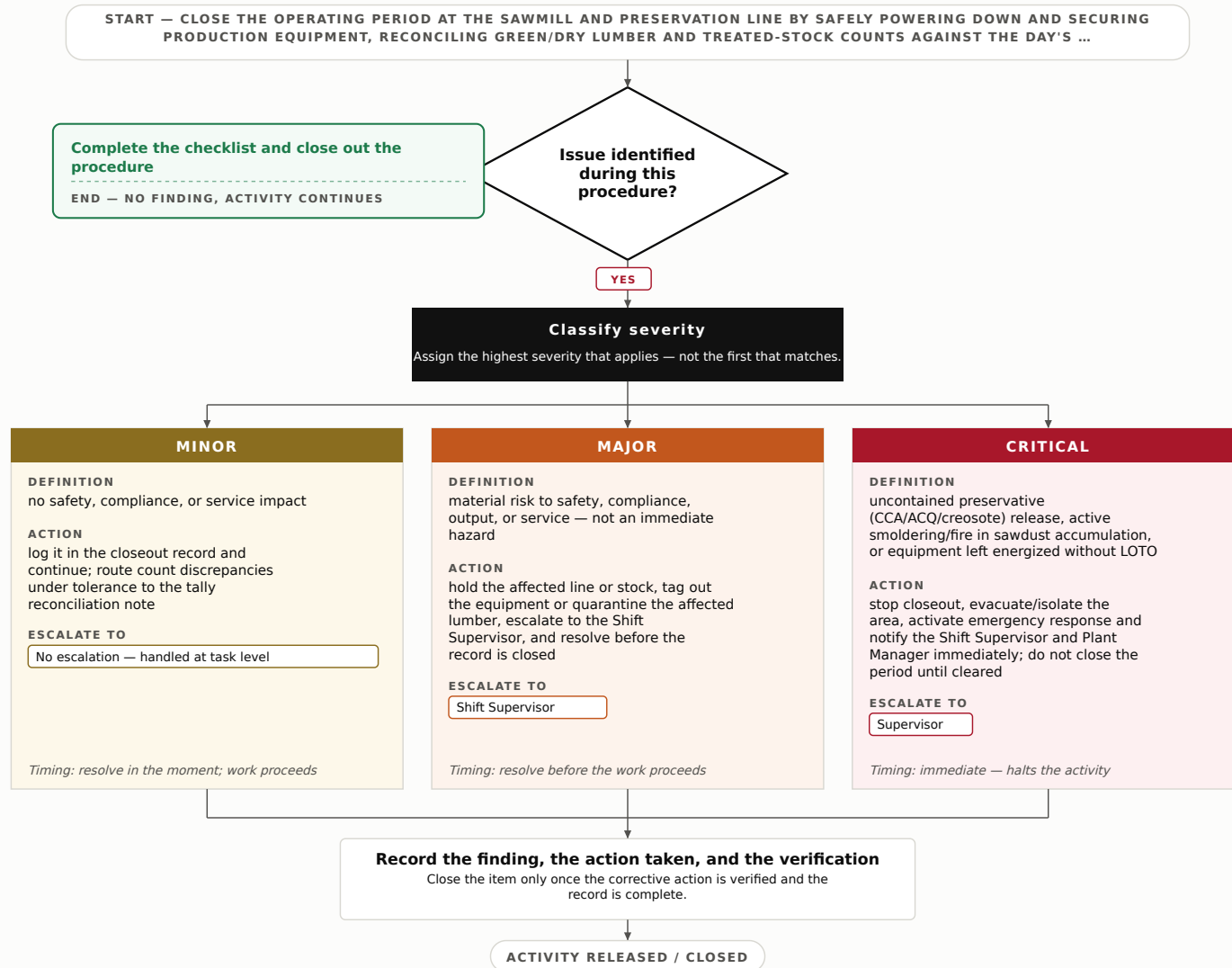


7. Step-by-Step Procedure

1. Halt log/cant feed at the headrig; allow in-process boards to clear the edger, trimmer, and green chain before shutdown.
2. Power down cutting line in sequence (headrig, edger, trimmer, conveyors, chippers) and apply LOTO; confirm dust-collection system cycled down and de-energized.
3. Secure kiln charges (record temperature/schedule status) and treatment cylinders — isolate, depressurize, and verify preservative lines closed with no leaks or drips in containment.
4. Clear sawdust, bark, and offcut accumulation from machine beds and floor per fire-prevention housekeeping; confirm no smoldering material near blades or motors.
5. Reconcile day's output — green lumber, kiln-dried, and treated stock counts — against the production/tally log and flag any variance beyond tolerance.
6. Verify staged outbound lumber is tagged and counts match pick lists for wholesale dispatch (per 423310) so the next period ships from a known count.
7. Confirm chemical inventory and waste containers are labeled, closed, and within storage limits; note any RCRA-tracked waste for pickup.
8. Complete the closeout log (equipment secured, counts reconciled, exceptions noted), obtain Supervisor sign-off, and lock the record for the next period.

8. Decision Tree

Decision Tree — End-of-Shift / End-of-Day Operations Closeout



READING THIS TREE

■ No finding

Activity stands. Complete the checklist and continue.

■ Minor

Handled in place at task level; no escalation.

■ Major

Supervisory decision required before the next stage.

■ Critical

Activity halts on the spot; escalation is immediate.

9. Quality Checkpoints

- All cutting-line and treatment equipment verified de-energized and locked/tagged out.
- Chemical containment confirmed dry, sealed, and within storage limits.
- Production counts reconciled to the tally log with variances documented.
- Zero unresolved Critical findings.

10. Inspection Checklist

ITEM	PASS / FAIL	NOTES
Headrig/edger/trimmer/conveyors powered down & LOTO applied		
Dust-collection system cycled down and de-energized		
Sawdust/bark/offcut cleared; no smoldering material		
Kiln charges and treatment cylinders secured/depressurized		
Preservative lines closed; containment dry and sealed		
Green/dry/treated counts reconciled to tally log		
Closeout log completed and locked for next period		

11. KPIs

- Equipment secured & LOTO-verified at closeout: 100% of applicable machines
- Count reconciliation variance: $\leq 1\%$ of daily board-foot tally
- Closeout completed within scheduled window: $\geq 95\%$ of operating periods

12. Supervisor Verification

Printed Name: _____ Signature: _____ Date: _____

13. Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	2026-07-27	Generated to the locked 3-page Free/\$99 Standard standard for WOOD_PRODUCTS.	Archetype Content Team