

SFL - Post-Site Audit Installation



Post-Site Audit Installation

This document is used to go through each department on a plant visit or for the plant to fill conduct themselves prior a visit.

Please take time to talk to each team and document their concerns as most of the time their concerns will have or are part of cascading effects from or to other departments.

Document Instruction

You will have to download this document and fill out ALL sections and we will re-upload it if we are taking on your project which we will add to our project planning area [HERE](#).

Current SOPs (Standard Operating Procedures)

The big question in most cases, does the plant have either past system SOP or any current SOP's?

Depending on you answer are you look for us to help you create them for the newly installed system?

Introduction

This section is to learn more about what was installed at the plant when the systems were introduced:

System aka's	Name	Yes/No
CSC	Corrugator Control Scheduling	
SCS	Supply Chain Simulator	
PCS	Production Control System	
ESP	Enterprise Sales Processing	
ULT	Unit Load Tracking	
VUE PCS	Visual GUI version of Production Control System	
VUE CSC	Visual GUI version of Corrugator Control Scheduling	
VUE ULT	Visual GUI version of Unit Load Tracking	
KDW	Kiwiplan Data Warehouse	
TSS	Truck Scheduling System	
QMS	Quality Management System	
MMS	Material Management System	

Fact Finding Mission

Overview

The mission of the document is to make sure that the processes that are used at the plant are adaptable to the Kiwiplan system suit of the MAP/MES and ESP systems.

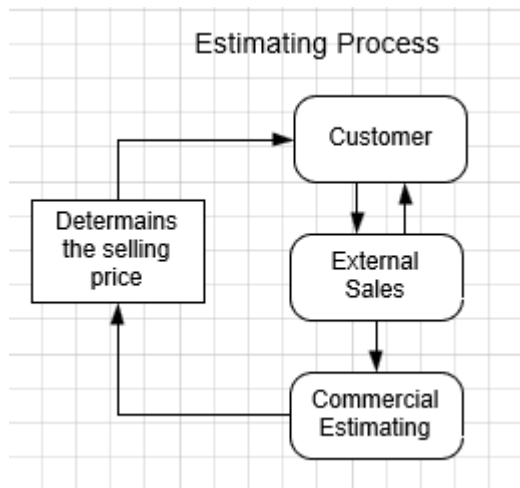
Overview Questions:

What system did the plant use before the installation	
Was there use of spreadsheet before the installation	
What was the driver to change the system for the plant	

Business Flow Charts

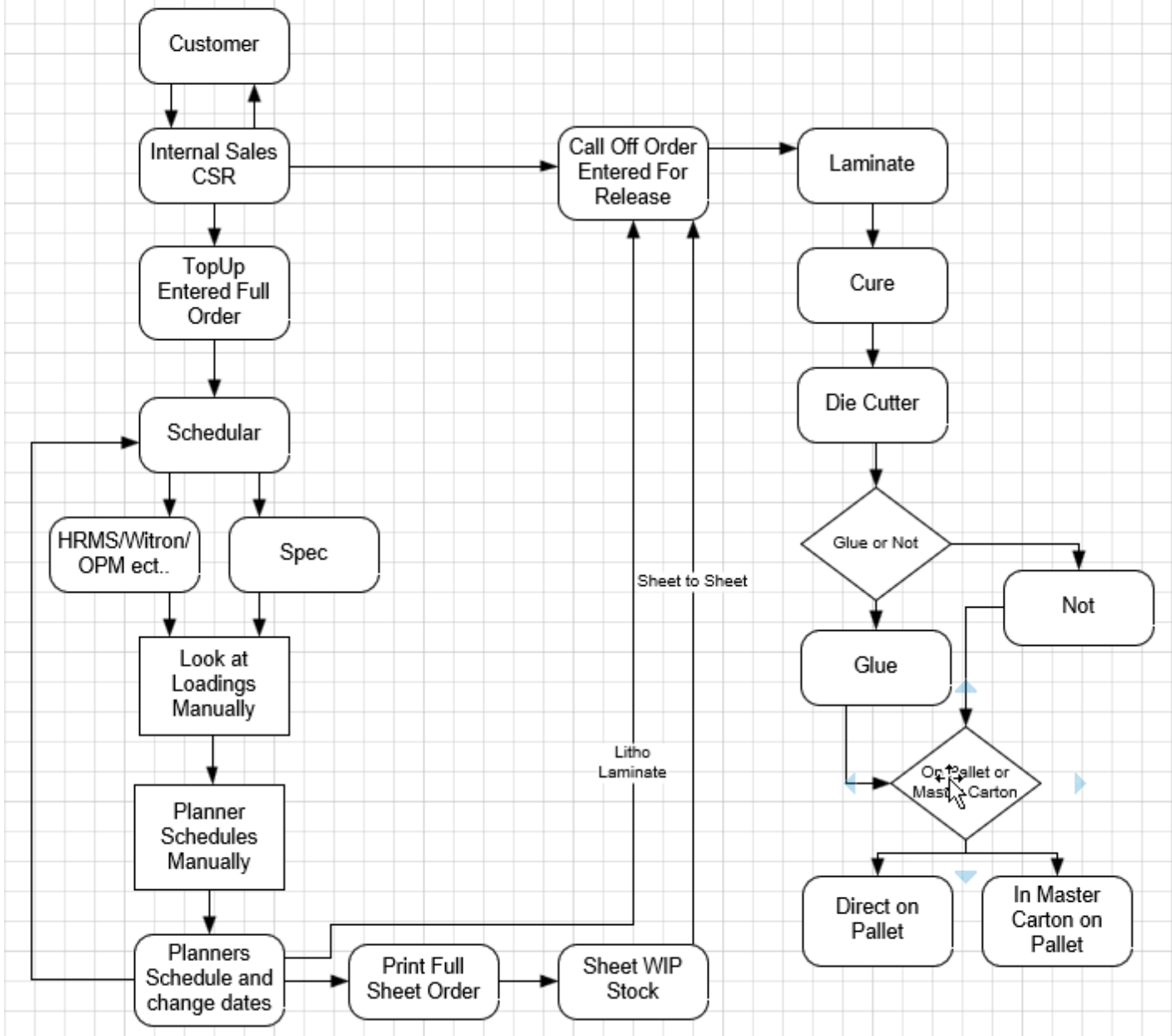
Do you have any workflow to provide us that are like this from your old or new processes:

Estimating



Ordering

Ordering / Release Process



Other Core Systems

This section is for any other systems that complement the Kiwiplan systems.

Do you have a unitizing system for optimizing stacking	
Do you have a CAD system for creating products	
What is your accounting software	

Specific Workflows

The section is if you have any workflows that complement the corrugated processes within your plan.

Product Design / Estimating / Costing Processes

This section is to explain the process from the point of creating a product specification, its routing, its costing and finally its pricing.

We need a detailed process explanation or flow chart to tell us how this works at the plant.

You can have a look at our costing model that we usually configure at our customer plants/corporation:

Click [HERE](#)

Creating Product

What is the process used to create your product and which department is creating.

Setting Degrad Rules

This is crucial to have implemented degrade rules from a costing leveling perspective to the routing perspective. This allows you to consistently cost at the same level but be able to send more accurate run speeds to production to keep a good production level.

Machine#	Detailed Degrad Rules Set Y/N (Y for detailed N for Standards Only)

Creating Routing

What is the process used to create your routing for the product and which department is creating.

Creating Estimating

What is the process used to create your cost estimate based on the routing and the product and which department is creating.

Creating Pricing

What is the process used to create your pricing based on the costing and product information and which department is creating.

Roll Stock

This section is to explain the process from the ordering of the rolls to receiving them into your own warehouse.

Please fill out the table below to know how your plant currently functions with your warehouses.

Owned/Leased	Name	Consignment Y/N	EDI Y/N

Production

This section is to explain the process of placing the order in the ESP system and getting the BOB (Book on Blue) date with the use of loadings and degrade rules if any are set.

Please specify if you send some work out to get farm out and what that process looks like.

Please specify if you are in the horticulture segment of the industry and what that process looks like.

Printing Plates

This section is to explain if you create, purchase or destroy your tooling and what is its process on a daily bases.

How do you manage your Printing Plates:

Purchasing	
Rotations	
Discarding	

Die Cut Dies

This section is to explain if you create, purchase or destroy your tooling and what is its process on a daily bases.

How do you manage your Cutting Dies:

Purchasing	
Rotations	
Discarding	

Purchasing Materials

What are your current process on purchasing finished products or sheets from a external source?

Customer Service Department

This section is to explain the processes withing the customer service area of the plant. Please elaborate on the departments process on booking orders to delivery. These processes should also include what and how the team handles order requests or inquiries during the day. Please include all interactions that the team can think of between them and the plant depatments.

Finance Department

This section is to explain the processes within the finance area of the plant.

Does the invoicing happen the day of or the next day of the delivery?

Do you ship across boarders?

Do you have an interface build to send the transactional data to from ESP to the accounting software?

Logistic Department

This section is to explain the processes used in the shipping departments at the plant. Does the plant use the production schedule to plant for trucks and where they are going by a certain criteria? For example regions, zones or etc.

If you purchased the TSS system how are you using it to determine when to deliver the goods and when?

Quality Department

This section is to explain the process within the quality department. Please explain you past or current process on how your plant processes are dealing with current runs or past runs of products.

Did you purchase the QMS?

Integrations (Interfaces)

This section is to explain if you have any integrations with any core systems used at your location or locations to feed data to other host systems?

System	Integration

Custom Scripts or Applications

This section is to explain if you have any kind of special system scripts or application in between the systems to the Kiwiplan system and that includes any SQL agent scripts or SSIS processes?

System	Integration

Summary Notes

This section is to explain if you can think of any other system touch points that were not covered above?

Document Revision History

Date	Version	Document	Created / Modified	Comments
08.11.2018	1.0	Kiwiplan Site Audit	Steve Ling	Creation
02.07.2025	1.1	Added to the docs site for ease of sharing	Steve Ling	

Revision #6

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