SOP ROLLOUT AND FIRST-USE REVIEW

Put a changed work method into use with the first job reviewed.

Prepare the changed method, release it deliberately and review each shift's first job with the instruction and evidence together.

Prepare the change > Release the method > Review first use



SkillSmith · Your task context

To Sarah Jenkins · The task is attached.

Your question

Which current instruction should I use for this check? The station copy and the task attachment appear different.

Send question

1. Ask the person responsible without rebuilding the context

Keep a question about the applicable instruction connected to its job.

Bring the method owner, reviewers and affected shifts into the change.

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

A distinct responsibility at each decision

Responsibilities for the illustrative packing-method rollout. Your team assigns the named people and review criteria.

Your role	The contribution	SkillSmith support
Method owner	Prepare the revision.	Develop the instruction with its authors and reviewers.
Production manager	Implement the change and start first jobs.	Record conditions and briefings, then select the first jobs after release.
Method specialist	Make the release decision.	Review the condition evidence and release, hold or return implementation.
Operator	Use the released method.	Confirm readiness, record required checks and ask about conflicting instructions.
Shift lead	Review that shift's first job.	Accept the evidence or return the occurrence with a specific next action.

Responsibilities for the illustrative packing-method rollout. Your team assigns the named people and review criteria.

A completed day-shift job leaves the night-shift review open

In our packing example, the day job meets the agreed checks. Missing night-shift check evidence goes back to the operator for clarification and the night-shift lead's decision.

Release the method, then review each first job

01 Prepare the revision	02 Release the method	03 Start each first job	04 Review each shift
Is the proposed method clear enough to review?	Has each release condition been met?	Does this operator have the applicable method and job context?	What evidence supports acceptance of this job?

The specialist releases the change; the manager starts selected jobs and the lead reviews each job.

OSHA recommends additional training when changes in equipment, processes, materials or work organization could increase hazards. Prepare the affected people around the change in their work.

Read OSHA education and training guidance

CONNECTED WORK / PREPARED PLAYBOOKS

Prepare, release and review the first use

Your method owner prepares the revision, the specialist decides release and the manager starts selected jobs. Each shift keeps its own readiness, work record and lead decision.

01 Prepare the revision

In our packing example, revision B moves label confirmation before the first-piece check. The method owner develops the instruction in Resources with the relevant reviewers. Revision A remains operative while the change is prepared.

Is the proposed method clear enough to review?

02 Release the method

The specialist requires instruction review and briefing for both shifts. If night-shift briefing evidence is missing, release stays held or implementation returns to the manager. The specialist reviews the completed conditions and records the release.

Has each release condition been met?

03 Start each first job

After release, the manager assigns a first job on each shift with revision B and the change reference. If the station copy and task attachment disagree, the operator asks from the task; the manager resolves the instruction before affected work proceeds.

Does this operator have the applicable method and job context?

04 Review each shift

The day-shift record meets the agreed checks and is accepted. Missing night-shift check evidence returns for clarification. If the check occurred, supply its actual evidence; if a prerequisite was skipped, retain the gap and the lead's site-approved next action.

What evidence supports acceptance of this job?

Prepared playbooks for release and first use

Use change review and standard work for the core route. Add document acknowledgment where the affected people need to read the revision.

Change review and release - Review the proposed change, implement its conditions and record the specialist's release.

Standard work - Give each job its instruction, selected readiness checks, completion record and lead acceptance.

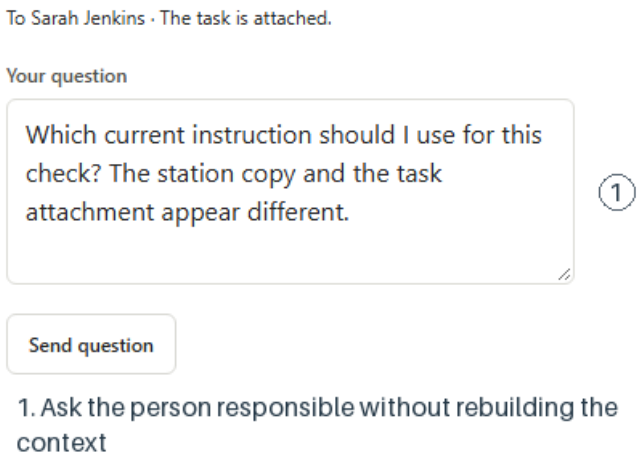
Document acknowledgment - Ask affected people to read the current version and raise questions.

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

Keep the revision and release connected to each job

We help you organize the instruction, change reference and selected checks. Your manager chooses the first jobs, and task-linked questions bring unclear work to the responsible contact.

SkillSmith · Work context at the point of contribution



Ask from the task when the station copy and attachment differ.

Resources The instruction revision is reviewed and published.	Make the intended version available to its permitted audience.
Change-review record The specialist records release.	The manager selects the change reference and revision for each first job.
Task questions An operator identifies conflicting instructions.	Carry the job context to the responsible contact for clarification.

Help with follow-up and changes

Evidence Collector

Which tasks are overdue?

Your rollout owner can inspect accessible overdue tasks with their owners and deadlines, then decide which implementation or first-job follow-up needs attention.

YOUR DELIVERY PLAN / OUR TEAM

Start with your next real method change

We work through one upcoming revision with your method owner and affected shifts. Each stage makes the next decision concrete.

01 Select an upcoming change

Bring the current instruction, proposed revision and affected work. Name the method owner and the people who need the new sequence.

A clear before-and-after method and trial scope.

02 Agree release and first-use checks

Name the specialist and shift leads. Choose the briefing evidence, readiness checks and job evidence each reviewer needs.

Prepared change and job tasks with explicit review criteria.

03 Review the first jobs

Assign the released revision to each selected job. Resolve instruction questions and review the returns alongside accepted work.

A decision for each first job and an owned improvement for the next rollout.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We'll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Build on the method your team already owns

Your current and proposed instructions give us the starting point. Together, we prepare the release conditions, affected audience and first-job evidence, while your specialist and shift leads retain their decisions.

A published revision leaves rollout decisions scattered

Keep the instruction, conditions and specialist release in prepared work.

Each shift reconstructs what applies

Give the selected job its released instruction and change reference.

One completed job stands in for the rollout

Review each shift’s first job and retain its own acceptance or return.

A question teams often ask

Which revision applies during preparation?

Keep the current revision operative until the change is released. After release, the manager selects the new revision and change reference for each first job. Resolve a conflicting station copy before affected work proceeds.

Let’s walk through your next method change

Bring the current instruction and proposed revision. We’ll follow release, shift readiness and first-job review with your team.

- Your current and proposed instruction
- Conditions and briefing evidence for release
- A first job on each affected shift
- A conflicting instruction or returned check record

Request a demo

skillsmith.com/contact