

Sound On – working guidelines for 2-person team.

Unpacking [can be done by 1 person]

1. Empty all Royal Mail sacks returned to the office at IP-City Centre, 1 Bath Street.
2. Unzip each pouch, take out the returned memory stick (decant into basket), remove the address label from inside the pouch and return to the outside pocket of the pouch.
N.B. Should a note be included in the pouch, ensure it is identifiable against the listener's name before transferring to the Admin Tray.
3. Arrange the pouches in trays, within each of the areas Sound On addresses, by means of the coloured dot stickers on the listener address label:
Ipswich = blue/black; Felixstowe = red; Woodbridge = green; Other = yellow.
4. Arrange each area's pouches in separate trays, in alphabetical order of listener's surname.

Sorting [ideally done by 2 people for efficiency]

1. Retrieve the brown briefcase, and the ring binder with listeners' contact details from the filing cabinet drawer, turn to sub-section 1 (Felixstowe), with the month's list of weekly-marked 'In/Out' columns.
2. Compare each name on the chronological record against the sorted pouches.
 - a) If the listener's pouch has been returned, tick both 'In' and 'Out' boxes.
If more than one pouch has been returned from the same listener, place as many ticks in the 'In' box as the number of returned pouches, remove the address labels from the spare pouches; and slot into place in the case's section.
 - b) If no pouch has been returned against a listener's name, put a cross in the 'In' box.
Take a spare label for that listener from the case and a spare zipped pouch (to be found in the bottom drawer of the filing cabinet), insert the spare label into the outside plastic window of the pouch, slot the pouch into place in the tray and tick the 'Out' box against that name.
 - c) If no pouch has been returned against a listener's name, and there are no spare labels in the case, also put a cross in the 'Out' box.

Once all names have been checked against pouches, the trays are then ready for the copiers & packers to come in after the week's recording has been done.