







Standard Work Sheet		VIN Tag Replacement			Takt Time	
Standard Process Step #	1	Icon Key	  	Cycle Time		
Step #	Element Description	Key Points		Tools Required	Time (Min)	Picture (Desired Outcome)
0	Safety, Ergo and Healthy Considerations	<ol style="list-style-type: none"> 1. Use appropriate PPE and tools 2. Remember and apply all Safety rules 3. Make sure you and those around you follow the safety rules and avoid unsafe conditions or unsafe acts 				 
1	Locate Existing VIN Tag	<ol style="list-style-type: none"> 1. Trailers with an A-frame tongue, the VIN tag is located on the road side of the tongue. 2. Trailers with a straight tongue, the VIN tag is located on the road side of the front crossmember. 				 
2	Remove Existing VIN Tag	<ol style="list-style-type: none"> 1. Remove the old VIN tag from the trailer. 2. The VIN tag may not come off easily. You may need to use an over the counter chemical such as Goo Gone to remove the tag completely. 				
3	Clean VIN Tag Area	<ol style="list-style-type: none"> 1. After removing the VIN tag, clean the area of all debris and adhesive. 2. You may again need to use an over the counter chemical to completely remove the adhesive. 3. Dry the area completely. 				
4	Apply New VIN Tag	<ol style="list-style-type: none"> 1. Retrieve the new VIN tag from the packet that has been sent to you. 2. Remove the backing from the new VIN tag. 3. Apply the new VIN tag in the same location where the old tag was removed. 4. Press firmly to ensure the tag is securely stuck to the trailer. 				 