

# **T1-137:**

## **Standard for Handling the Quality Information in the Product Assembly Processes**

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**Rev 2.02**

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# ① Purpose



- To specify the procedures for handling quality information in the product assembly processes.
- To ensure correct machine number control

## ② Definition of Terms

### 1.1 Initial items = First Products

Initial lot of items manufactured and delivered under the conditions determined or modified when a part drawing is created or revised or any quality problem occurs.

### 1.2 Quality Information Sheet = Yellow Card

A notice issued by a customer or another party after the first delivery of initial items which includes engineering change that may affect part quality.

QUALITY INFORMATION SHEET			
1. Design change ; 2. 4M change ; 3. Abnormal Quality			No. PQC-16-10457
MODEL CODE	A Temporary → Actual process	CONTENT	DESIGN CHANGE NO.
M-CASSETTE	B Manufacturing Plant Change		W3201606119
PART NAME	C Die / Mould Modification or Renewal		( Attached Data : YES / NO )
CARTON(X200)LABEL MKP12 PH	D Machine / Equipment Change		
PART CODE	E Manufacturing Process / Parameter		MARGIN OF LIGHT AND LEFT IN CODE 39 BAR CODE IS TO BE EXPANDED W/ DCI NO.W3201606119
LAK166002	F Material Manufacturer / Indirect Material		
LOT NO. /PO. NO.	G Others ( Brother's instructions )		Details should be reported in the "Content" column
161103			
LOT SIZE	COMPANY NAME:	REMARK	Confirm
85	CRESTEC	YELLOW CARD	
DELIVERY DATE (yy/mm/dd)	SUPPLIER AUTHORISED :	ISSUED BY	Confirm
2016-11-03	N/A	SUPPLIER	
		OK	

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Attached to the initial items with engineering or process change that may affect product quality and require recording of product numbers in product assembly process and used to record machine numbers incorporating that change.

Tape Cassette	person in charge of copying	No. of copy	copies
	quantity of old parts		
PCBA	models implemented: <u>M-K131B</u>		
	lines implemented: <u>W300</u> ; implementation date: <u>11</u> month <u>03</u> date <u>16</u> year:		
PCBA	implementation machine no. (lot): <u>161103</u>		
	QA checked by:	Prod checked by: <u>M. G. to</u>	PIC in production: <u>OK</u>

### 1.4 4M Change

Method for understanding and clearing up the change point related to manufacturing for management of product quality.

4 elements: **Man, Machine, Material**, and **Method**

4M changes are also referred to process changes

### 1.5 Product Number

A code or number indicated on a label or the like to identify each product.

- shall comprise a code representing:
  - > date of manufacture
  - > manufacturing factory number
  - > Serial number

### 1.6 Item Code

The number or code assigned to a product to identify its specification, color , etc. or the number code assigned to a part.

**Ex.** Tze 231 / 8VA91390101

### 1.7 Supplies

includes ink and toner cartridges used for printers and cassette tapes and labels for label printers.

# ③ Confirmation of Attachment of Quality Information Sheet

## COMPLIANCE ITEMS

The parts accepting department shall recognize when the instructions given to, approved by, and have quality measures taken by the machining department or customer will be implemented and, when delivering initial items incorporating them, **check that the Quality Information Sheet has been attached to those items.**

**Failure to attach the Quality Information Sheet** to the product for which it was issued often **leads to a critical quality problem.**

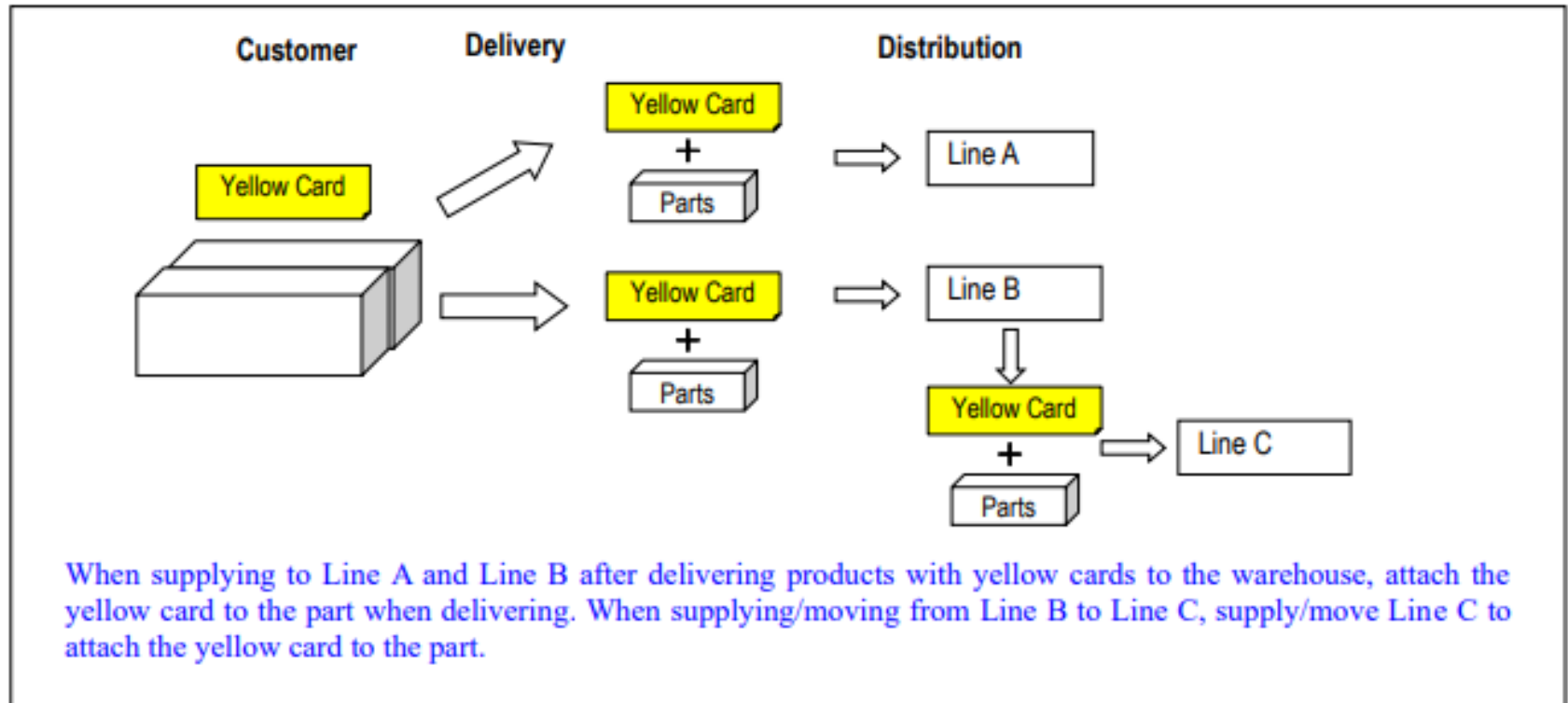
To avoid this, the parts ordering department shall recognize when initial items of the product will be delivered and ensure that the **Sheet will be attached to those items when delivered.**



# ④ Development of the Quality Information Sheet

## COMPLIANCE ITEMS

(1) When distributing parts to which the Quality Information Sheet has been attached by the machining department or customer to lines, the Quality Information Sheet shall be attached to the container of those parts for each line.



# ④ Development of the Quality Information Sheet

(2) If parts with Quality Information Sheets are received and passed on, retain records.

- Retain the document as an evidence that enables the distributor and receiver of the parts to which the Quality Information Sheet has been attached to confirm the transfer of the parts, enabling.

## Example: Quality Information Sheet

QUALITY INFORMATION SHEET				品質情報連絡票 (1: 設変・2: 4M変更・3: 品質異常)		No.	
機種コード	MODEL CODE		A 暫定工程→本工程	内容	DESIGN CHANGE NO.		
部品名	PART NAME		B 加工工場の変更		設変NO:		
			C 型更新・改造		(添付データ: 有・無)		
			D 機械設備の変更				
部品コード	PART CODE		E 加工方法・条件の変更				
ロットNO/伝票NO.	LOT NO.		F 材料・副資材の変更				
			G その他 (当社の指示項目)				
ロットサイズ	LOT SIZE	会社名	COMPANY NAME	備考	REMARK		受付
納入月日	DATE	責任者	AUTHORIZED				
年 月 日							

内容欄は具体的に記入して下さい。

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## ⑤ Issuance of the Machine Number Control

**Machine Number Control List shall be issued in any of the following events:**

**4.1** Assembly of initial items incorporating an engineering change to which the Quality Information Sheet has been attached.

**4.2** Assembly of initial items incorporating a preliminarily approved process change to which the Quality Information Sheet has been attached.

**4.3** An event that may greatly affect the quality and the recording of which is required by the senior manager or supervisor responsible for assembly.

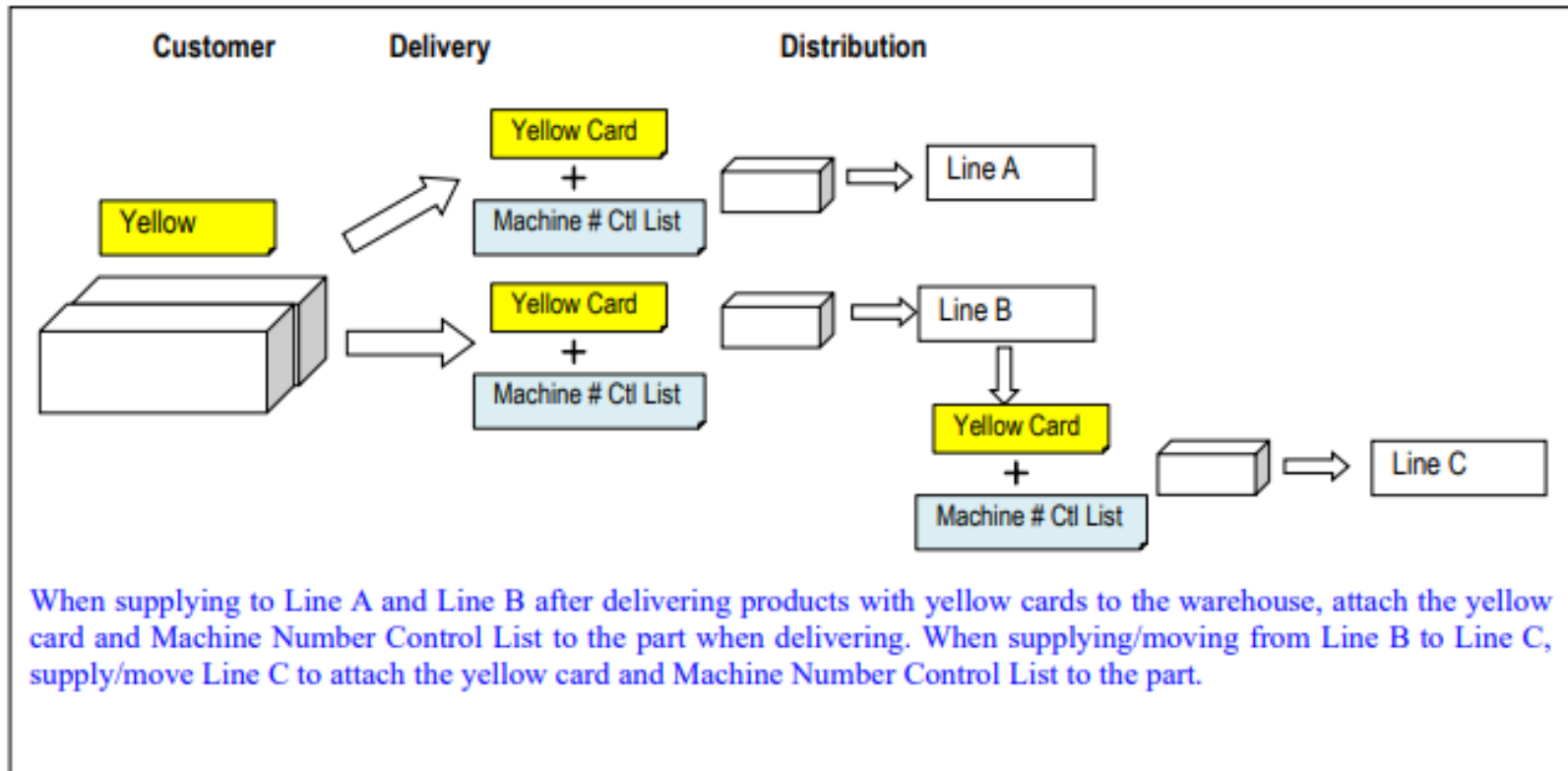
**4.4** An event the recording of which is required by the senior manager or supervisor responsible for acceptance inspection.

Ex. -> the use of an exceptionally adopted part, or  
-> the use of a part that has not been cross-checked.

## ⑤ Precautions when Issuing Machine Number

**5.1.** Machine Number Control Lists are issued for each line.  
(For traceability)

**5.2.** If the Quality Information Sheet has also been issued, it shall be attached  
to the Machine Number Control List.



## Recording machine numbers

- The **item codes** and **product numbers** of initial items for which Machine Number Control List has been issued shall be recorded.

## Keeping records

- (1) The departments to which the Machine Number Control List recording machine numbers is to be distributed and the department that will keep it shall be specified.
- (2) Machine Number Control records shall be stored for **13 years after shipment**.
  - When keeping records as paper, file them by the machine type, line, etc. and **state the general title of the file on the spine of the file using legible letters and/or symbols**.
  - When managed with a system, **implement maintenance and data management for the used system**. Also, **regularly backup and manage data**.

# THANK YOU!