

D6-A: Kitting

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- ① Purpose of “**Kitting**”
- ② Kitting Rule
- ③ Compliance with Kitting Rule

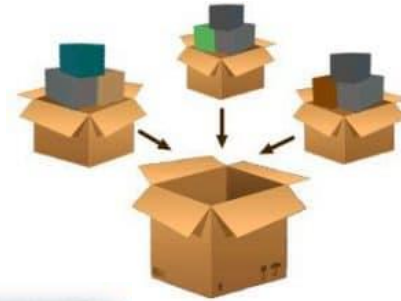


Purpose

To follow the rules of how to transfer **parts, materials, indirect materials, units,** and unfinished products.

② Kitting Rule

1 Must have **Kitting rules**.



Items that should be included in the rule:

- ✓ Transfer parts, materials, indirect materials, units, and unfinished products based on information.
- ✓ Include actions about specification change at the beginning and in the middle.
- ✓ Clearly indicate to pull out parts of previous specification from line before specification change and what to do with the pulled out parts afterwards.




Kitting Parts Preparation and Delivery Flow

Established : July 21, 2016

Revised : March 4, 2021

Effectivity : March 11, 2021

MASTER COPY
Date : Mon. 4, April
Sign : 
Printer

Approved	Checked	Prepared
		
Department General Manager or Section Manager	Section Supervisor	Section Staff

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- **Information** – referring to Kanban, Number of box, Time, etc.
- **Specification change in the middle** – means for example a sudden specification change due to parts trouble during production. (Refer to p.5-8)

1. If parts picking for molding parts, follow established FIFO system.
2. If parts picking per tray parts, attach lot label in their endorsement of parts to the production line.
3. If parts picking per plastic, prepare parts per packaging and attach lot label.
4. If parts are on the box (carton), transfer parts to the parts boxes and attach lot label.

Common parts will be continuously checked, prepared and delivered to line.

For special parts used for change model, highlight special parts in the specification signboard compared from the previous running model.

③ Compliance with Kitting Rule

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Kitting should be practiced based on the Kitting rule.

- ✓ The **Kitting work** and **specification change work** are done according to the kitting rules.
- ❖ If the **actual specification change** cannot be confirmed, judge as indicated on below:
 - According to the rules that the **parts before the specification change** have been pulled out from the line.
 - **Pulled out parts from the line** are being managed according to the rules.

brother
at your side

Revision History

Rev. No	Rev. Date	Effectivity Date	PIC	Revised Content	Established Date
00	April 21, 2023	April 21, 2023	Hermie Mei Matundan	Established the Revision History in Hashira PPT	April 21, 2023
01	July 29, 2024	July 29, 2024	Jersy Mae Lambit	PG04: Added additional information which is included to the rule.	July 29, 2024