

P-PR-035:

Work Standard for PS Processes

Approved by:	Confirmed by:	Prepared by:
P. Bautista	L. Tan	J. Garcia
PE Manager	PE SPV	PE Engineer

Rev. 1.03

PRODUCTION DEPARTMENT

- ① Purpose of “**Work Standard for PS Processes**”
- ② Definition of Terms
- ③ Overall workflow and roles of related departments
- ④ Transfer to process control chart
- ⑤ Transfer to work instructions and inspection forms
- ⑥ PS process risk assessment
- ⑦ Transfer to PS processes
- ⑧ Management of PS processes

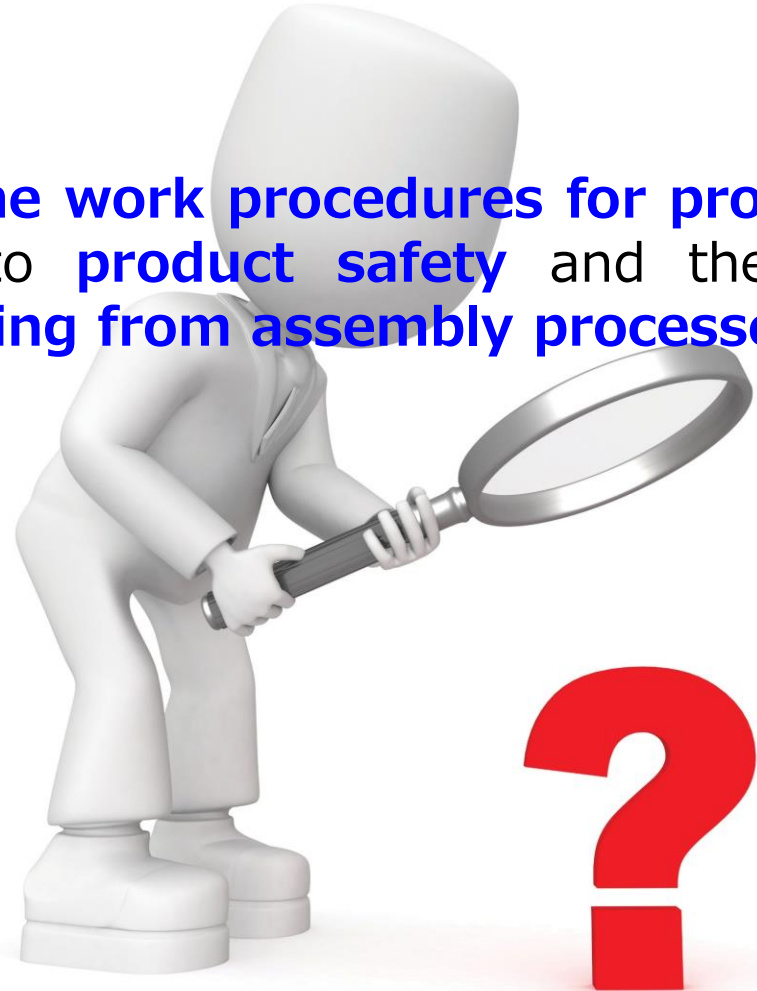


STANDARDS

① Purpose of “Work Standard for PS Processes”

Purpose

This standard is to **set the work procedures for product assembly processes** related to **product safety** and thereby **prevent product accidents arising from assembly processes.**



② Definition of Terms

1. Compliance Rules

Must be complied with in order to fulfill this standard and deviation is not accepted.

2. <PS mark>

Stands for “Product Safety”. It is used to indicate important items and instructions related to product safety on drawings and other materials.

3. Important safety assurance items

Items in the assembly or part that are important for assuring product safety. Also applies to items in the assembly or part that must be met to comply with safety regulations.

4. PS process

Important for product safety developed based on important safety assurance item.

5. PS process risk assessment

Process risk assessment implemented for PS processes.



③ Overall workflow and roles of related departments

The implementation period for the PS process risk assessment is from 1. Publishing the important safety assurance items list (PS processes) to 4. Deployment to PS processes.

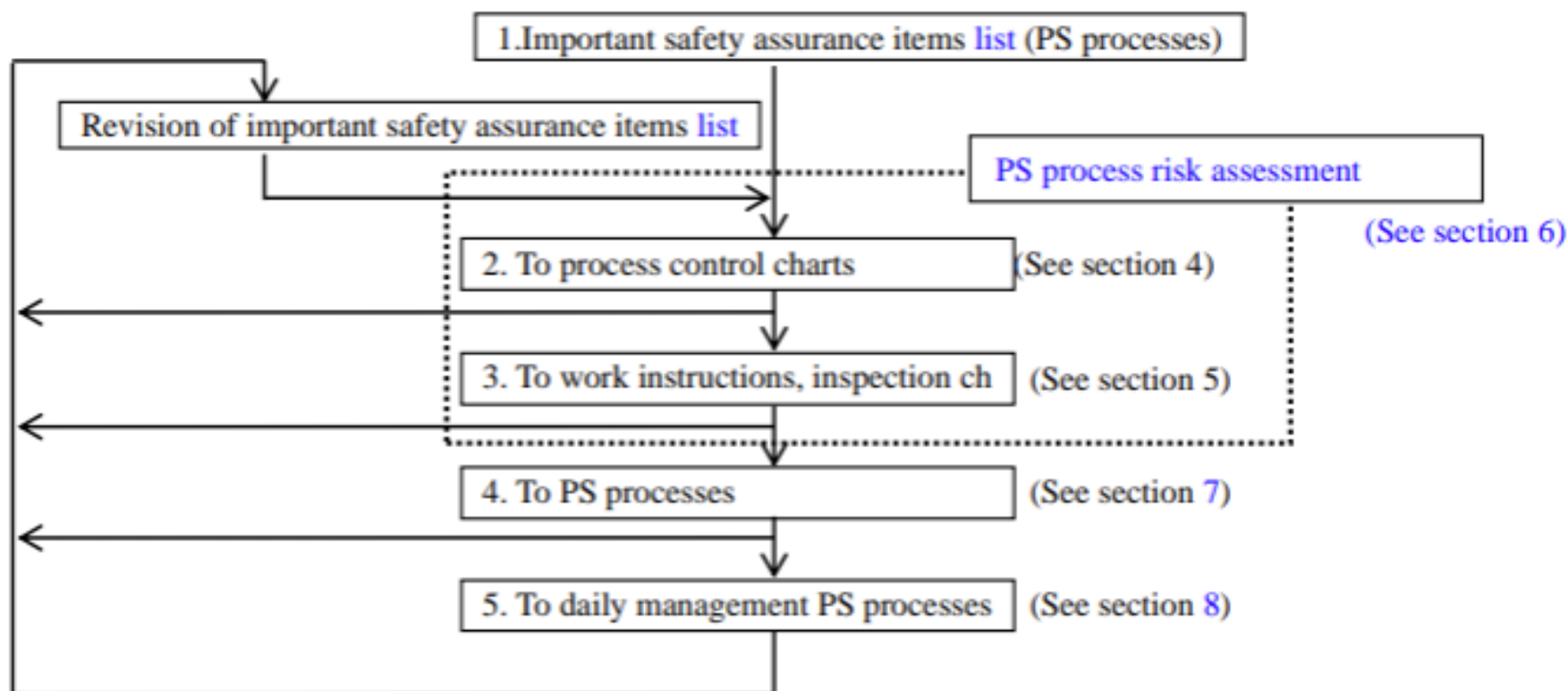


Fig. 1 Overall flow

③ Overall workflow and roles of related departments

The roles of the departments in each operation

1. Managing departments

Responsible as those guiding operation to prepare documentation and deploy onsite.

2. Related departments

Cooperate with managing departments to inspect documents, deploy onsite, and follow up on areas of change.

Work Flow		Roles of Departments ◎ : Managing Department ○ : Related Department				
		BIL			Production Location	
		Development and Design	Manufacturing	Quality Assurance	Manufacturing	Quality Assurance
1	Document important safety items (PS process)	◎	○	○	-	-
2	Transfer to process control charts	○	◎	○	-	-
3	Transfer to work instructions, inspection forms	○	○	○	◎	-
4	Transfer to PS process (Onsite check)	○	○	○	◎	◎
5	Management of PS process	○	○	○	◎	◎

④ Transfer to process control chart

1. Purpose

Inspection and implementation methods related to safety assurance items shall be communicated to manufacturing locations.

2. Role of BIL

The manufacturing departments transfer important safety assurance items to process control charts according to P-PR-001 Work Standard for Preparing Process Control Charts.

For the process control charts developed based on the important safety assurance items, the <PS> mark should be placed at the beginning of the process control chart to notify that it is an important document for product Safety

The manufacturing related departments shall check the process control chart created at this location.

3. Role Of Production Locations

Implement the same work content as BIL given above when requested from BIL.

⑤ Transfer to work instructions and inspection forms

1. Purpose

Transfer the content that was transferred to the process control chart in work instructions and inspection forms so the worker can perform work appropriately.

2. Role of BIL

Requests for improvement to process control charts shall be reviewed for improving the important safety assurance items and process control charts and revisions shall be performed as needed.

3. Role Of Production Locations

Manufacturing departments shall transfer the content transferred to the process control charts to the work instructions according to P-PR-009: Work Standard for Preparing Work Instructions.

For the work instructions developed based on the important safety assurance items, the <PS> mark should be placed at the beginning of the process control chart to notify that it is an important document for product safety.

⑥ Process Risk Assessment

1. Purpose

To quantify the risk to the PS process in the manufacturing process to achieve a process design that is efficient and ensures consistent quality. This is to recognize high-risk PS processes to prevent product accidents caused by manufacturing, and to promote continuous improvement in those areas.

2. Role of BIL

Manufacturing related departments:

- Implement PS process risk assessment after issuing the important safety assessment item list (PS process).
- Report a summary of the results of the PS process risk check to the quality assurance related departments.
- Check the PS process risk assessments performed at manufacturing locations.

Quality Assurance related departments:

- Check the PS process risk assessments performed by the manufacturing related departments.
- Approve the checked results until the mass production trial review

3. Role Of Production Locations

When there is a request from BIL, implement the same actions as the above BIL roles.

⑦ Transfer to PS processes

1. Signboard indications for PS processes

Used to clearly indicate that the process is a PS process to relevant personnel.

Personnel	Purpose
Worker	Signboards are used to help workers be aware that the process is important for product safety.
Overseers	Signboards are used to facilitate confirmation of whether a process is a PS process for workers inside and outside the process when performing a process audit.

1.1 Types of indication



1

White exclamation mark on the black background is the safety warning symbol given in [T7-001 Standard for Product Safety Information in Instruction Manuals](#).

2

Use the following standard sizes or adjust to an appropriate size that doesn't interfere with work and has good visibility

3

Workers - 50mm×90mm (90mm×50mm)
Overseers - 100mm×180mm (180mm×100mm)

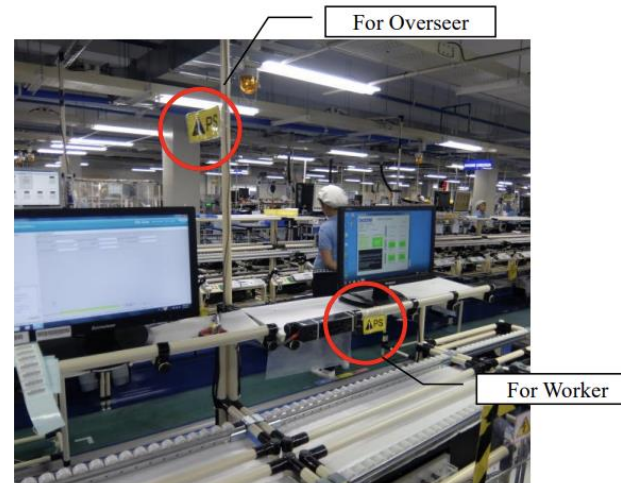
⑦ Transfer to PS processes

1.2 Indication method

- Positions visible to workers and PS process overseers
- Positions that do not block equipment or other indications
- Positions that do not interfere with work or overseeing
- Indications do not bend or twist when displayed
- When there are multiple jobs related to PS performed by a single worker, one indication shall be used



Common indication for worker and overseer



Separate for worker and overseer

7.2 Checking PS processes

7.2.1 Mold test

The manufacturing departments and quality assurance departments evaluate if the PS processes can be implemented and are efficient based on the process control chart.

7.2.2 Mass production test

Evaluate whether PS processes can be implemented and are efficient, and that work critiques arising during mold testing are supported in the instructions.

7.3 Check items for PS processes

The list is to prevent missed check items for ensuring product accidents do not occur due to the process of manufacturing. The attached PS process check list contains the PS check items.

1. Initial production

To prevent product accidents caused by manufacturing in PS processes

Confirm conditions can be maintained consistently for work in PS processes.

2. Stable production

Check whether work is implemented according to the standards related to PS processes (work instructions and inspection forms).

Regular management is performed according to [Group Regulation GR3407](#) Daily Management Regulations for Manufacturing.

3. Responding to changes

Purpose:

Check that changes to PS processes do not allow new risks to occur.

Role of BIL:

Manufacturing related departments check the changes and if there is an impact on the inspection method or implementation method, after implementing a PS process assessment get approval with the senior manager of quality assurance related departments.

Role of production locations:

When a change to documentation occurs, implement according to Group Regulation GR3402 Process Quality Control Regulations.

brother
at your side