

Q3-B:

Understanding Change Point: Man

Approved by:	Confirmed by:	Prepared by:
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PE Manager	PE SPV	PE Engineer

- ① Purpose of “**Understanding Change Point: Man**”
- ② Rule for change of person
- ③ Operation of the rule
- ④ Information sharing to reliever (supporter)
- ⑤ Supervisor's confirmation when replacing operator
- ⑥ Sharing Manpower allocation plan (Visualization)

Purpose

There is a rule in production line to **allocate operator in production line** and **change of person is controlled**.

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- It is necessary to include in the rule the keeping of record of change of person for our traceability.

Document Name: Assembly Process Operator Change Regulation
組立工程作業員変更規程

3.3 Handling flow when operator causes delay in operation
作業員発生遅延時の対応フロー

CONFIDENTIAL P. 11

Document No. : REG00041-038-01
規程番号

Operation flow 流れ	Description 説明	Responsible 担当者	Document used 使用書類
Start			
Operation delay 作業遅延	Operator causes delay in operation due to new line start-up, handling, turnover, etc. 作業員発生遅延の原因は、新ライン始動、取組、回線、等による。	Operator 作業員	
Arrange manpower and support operation 人員配置と支援作業の調整	Sub-leader or above must arrange manpower to support the operation. The conductor will be in control from the first machine of the support work until the support work is completed. The support work will be completed by the support work.	Sub-leader or above 班長以上	Sub-element 班員
Check the operation of operator and support operation 作業員と支援作業の確認	Check the operation of the operator and the support if they followed the last time and work went smoothly and record it in the Work Element Distribution Monitoring Sheet.	Sub-leader or above 班長以上	Work Element Distribution Monitoring Sheet 作業要素配分監視シート
Operator can overcome the fact 作業員が事実を克服できる	Confirm the productivity/machine being supported by the operator. Quantity to be checked will depend on each situation. NOTE: Time for checking of the operation of operator and the support operation will be based on each Sub-leader's decision. 作業要素配分監視シートに於いてサブリーダーの意思決定に基づいて、作業要素の数量を決定する。 作業要素の数量は、作業要素の数量に基づいて、作業要素の数量を決定する。 作業要素の数量は、作業要素の数量に基づいて、作業要素の数量を決定する。	Sub-leader or above 班長以上	
NO	Confirm if the operator can achieve the last time サブリーダーの意思決定に基づいて、作業要素の数量を決定する。	Sub-leader or above 班長以上	
YES	NO Record in the Work Element Distribution monitoring Sheet and check again when the operation of the operator and the support operation. 作業要素配分監視シートに記入し、再度確認する。 作業要素配分監視シートに記入し、再度確認する。 作業要素配分監視シートに記入し、再度確認する。	Sub-leader or above 班長以上	
Normal Production 正常生産	YES: production line returns to normal operation 作業要素配分監視シートに記入し、再度確認する。		
End			

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016: July 16, 2011
001: 10/10/2011
Revision

Support must complete operation of in-process good. Support or above shall record all related information needed in check sheet such as name, process, start time of leaving the work place, etc.

サポートは仕掛品の作業を完了する事。サポート以上の方は名前、工程、職場を離れた時間等、関連する全ての情報をチェックシートに記録する。

Sub leader or above shall arrange manpower to support the operation. Conduct machine No. control from the first machine of the support work.

Support shall check first the quality of the last product assembled by the operator who leaves the line/process.

NOTE: *Support should have badge as proof that he/she is certified with the process or has special skills. This is to ensure that the reliever has enough knowledge and capable in doing the job.*

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- PE section shall be in-charge of the training for all **Production Section** endorsed by HR PIC.
- PE Training in-charge shall conduct basic production skill training to newly hired operators.

Must be followed the rule on how to change of person.

5. Judgement Record method: Quality > (o) if achieved Quality > (X) if didn't achieved quality

2. If and when there is manpower changes, write in the details column any information such as new employee, absence, replacement, multi-skilled etc. (Get the ID badge at ID badge holder and put on right side shoulder) Note: Pin Badge-For Leader, Orange Badge-For Subleader, Yellow Badge-New Operator, Brown Badge-Supporter


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3

- ✓ **Record** is required for **handover** of **quality information**.
- ✓ **Handover of quality information** shall be instructed and carried out using documents not verbally

Quality Information as follows:

1. Special Work Instruction
2. Lot Change
3. Awareness regarding quality

	Department:	<h2 style="text-align: center;">Production Line Abnormality Record</h2>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	Section:			
	Assembly:			
	Line:			
	Shift:			
Month:	Year:	Approved by:	Checked by:	Prepared by:

No.	Date	Time	Prepared	Process	Model	Machine Number	Abnormality description	Reason for judgment/handling	Judge	Recorder
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Remarks:
 1. Range of influence by abnormality, Size of all the discomfort compared with normal condition, for example, linear color of parts, geometric difference.

Abnormality Information Record

[illegible]

⑤ Supervisor's confirmation when replacing operator

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It is required to check **operation method** when there is a **change of person**

Version No.: APC-SECTION'S INITIAL-03

Confirmed by: _____ Checked by: _____ Prepared by: _____

H. Ulagas M. Custodio R. Unanito

Assembly Process Patrol Check Sheet

Time Checked: 10:00

Area/Process: PP Date Prepared: Year: 2021 Month: 08 Day: 06

Classification	Items to check	Result	Abnormally/irregularity	Action/Countermeasure	Actual Date of Closure	
① -SS and Safety	(1)A -Proper PPE are worn					
	(1)B -No one used hazardous items (cutters, sharp objects)					
	(1)C -No obstruction on walk ways and trolley ways					
	(1)D -No operators who are not feeling well					
	(1)E -Trash is segregated (plastic, paper, carton, rubber and residual)					
	(1)F -Area is clean and free from litter					
	(1)G -Tables and fixtures are clean					
	(1)H -Tables and fixtures aligned on fixation					
	(1)I -Machine must be in good condition					
	(1)J -Floor or cord must be fully secured to socket with no gap					
② -Shitsuke (Discipline) Checking	(2)A -Personal coat must have pocket cover					
	(2)A -CMR must be in good condition (No missing and damage)					
	(2)A -Shift tucked-in					
	(2)B -Proper wearing of cap (no excess hair)					
	(2)C -No jewelry worn					
	(2)D -operator not running					
	(2)E -Not wearing make up					
	(2)F -Hair not too long					
	(2)G -Shoes are properly worn					
	(2)H -Operators not talking too loud					
③ -Checklist Checksheet	(3)I -Operators are referring to other areas					
	(3)A -Checklists are up to date					
	(3)B -Items that have no entry should have "na"					
	(3)C -Signatories are updated					
	Assembly Process Patrol Check Sheet					
	④ -Checkpoints (General)	(4)E -Carton Assembly Area is clean	N/A			
		(4)F -Final Packing: Ensure Cartridge system to latest version	N/A			
		(4)G -Final Packing: Hands are away from moving parts				
		(4)H -Final Packing: Master carton sealing is done safely				
		(4)I -Repair Operator: Finished repair is checked by leader or MUR				
(4)J -Packing of cartridge: Do checking of cartridge		N/A				
(5)A -Overstacking/overloading of parts						
(5)B -Operators contribution to their process						
(5)C -Organized workplace						
⑤ -3MS (MUDA, MURA, MURI)		Name: _____				
	Question: What is 5S?					
	Answer: Seiri, Seiso, Seiton, Seiketsu, Shitsuke					
	Staff: _____					
	Supervisor: _____					
	Explanation:	1. Staff/worker outside the line must perform the 5S during Assembly Process Patrol. Put out "N" if no problem. Put out "Y" if have problem then write the contents				
		2. PIC of Assembly Process Patrol will sign on "Prepared By"; the Staff in charge will sign on the "Checked By" column and the Supervisor on the "Confirmed (P)				
		4. When checking, surely follow the standard then check it according to the checklist provided.				
		5. After checking personally keep each module (Keeping Period: 1 Mo.)				
		6. Step and Work Point checking Frequency: 1x/shift				
	7. All the irregularity/abnormality must be provided with countermeasure.					
	8. Classification for checking will be about quality check. For example 5S and Safety, check sheets, work place, specifications, line checkings, etc.					

➤ The staff (leader and up) or the representative shall always go to production site and check whether the process is performed in accordance with WIS

➤ We can checked the change of person through **line patrol**. Included in line patrol schedule the checking of manpower which cover the certification, proper grooming. And

(MUDA, MURA, MURI)

⑤B-Operators certification to their process

⑥ Sharing Manpower allocation plan (Visualization)

5

There must be **Training plan and Manpower allocation plan** for change of person.

- Training plan must be posted etc. so that anyone can understand the situation
- Training period must be vary depending on difficulty of the process.

TC MANPOWER PLANNING CHART

PROCESS	AUG						STATUS	10-Jul	13-Jul	21-Jul	22-Jul	22-Jul				BALAN CE
	PLAN			ACTUAL:		25-Jul										
	D/S	N/S	TOTAL	D/S	N/S	TOTAL										
Assy	102	101	203	90	104	194	MR		27							9
							Endorsed			14	4					
Packing			79			69	MR		10							0
							Endorsed			5	5					
Winder	26	27	53			51	MR	1	2			2				1
							Endorsed			2	2					
Kitting	17	12	29			26	MR		3							1
							Endorsed			1	1					
Quality	10	0	10			10	MR		0							0
							Endorsed									
Clerk	4	0	4	4		4	MR		0							0
							Endorsed									
Staff & SPV	10	0	10	10		10	MR		0							0
							Endorsed									
TOTAL	169	140	388	104	104	364		1	42	22	12	2				11

Each Section RULE

Each Section Rule

- PRINTER
- P-TOUCH
- INK CARTRIDGE
- INK HEAD
- TAPE CASSETTE
- PCBA


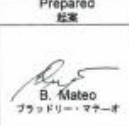
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Document Name : Assembly Process Operator Change Regulation 組立工程作業者交代規程	Document No. : REG0801-038-02 規程番号 : REG0801-038-02
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Assembly Process Operator Change Regulation


組立工程作業者交代についての規程

Established 制定	: August 18, 2015 : 2015年08月18日
Revised 改訂	: February 21, 2023 : 2023年2月21日
Effectivity 施行	: March 3, 2023 : 2023年3月3日

Approved 承認	Checked 確認	Prepared 起草	
			
Department General Manager 部門長	Section Manager 課長	Section Supervisor スーパーバイザー	Section Staff スタッフ

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Date : Mar 4, 2023

Sign : 

Production Engineering

BROTHER INDUSTRIES (PHILIPPINES), INC.

REC0402-007-01

Each Section SAMPLES

Each Section Samples

PRINTER

Group Leader															Training Group					
Group Leader	Month	Week	Category	Employee Number	Employee Name	Date Hired	Length of Service	Status	Line	Process	Assembly	Leader	Shift	Status	Replacement	Replacement Status	Date Replaced	Employee Number	Employee Name	Training Status
4 Jan 22	Jan	JanW4	PRINT220 1284		Eden Bhas				A	Delivery	W/ Tool CT	A. Bhas	A	REMOVED		Replaced	06 Jan 22	PRINT220 1402	Jane Jane Delgado	DOING
4 Jan 22	Jan	JanW4	BP22019 0045						B	Jig Carriage	W/ Tool CT	A. Bhas	A	AWOL		Replaced	06 Jan 22	PRINT220 1426	Carissa Aquino	DOING
4 Jan 22	Jan	JanW4	PRINT220 1443		Escobar, Wendy				H	ME 6	ME	A. Bhas	A	AWOL		Replaced	06 Jan 22	PRINT220 1426	Cynthia Balag	DOING
4 Jan 22	Jan	JanW4	PRINT220 1280		Diana Mae Lardone				D	ME 5	ME	A. Bhas	B	AWOL		Replaced	14 Jan 22	PRINT220 1426	Marian Velasco	DOING
4 Jan 22	Jan	JanW4	AVANCE20 0350		Irish Alvaraz				F	FF Solenoid	SU	H. Salazar	B	AWOL		Replaced	06 Jan 22	PRINT220 1404	Rachelle Salazar	DOING
4 Jan 22	Jan	JanW4	AVANCE20 0350		Mark Angelo Mazon				F	Pushing Base	SU	H. Salazar	B	AWOL		Cancelled				Cancelled
4 Jan 22	Jan	JanW4	NA TCM220 0376		Michael John Peralta				F	Strawhead 2	SU	H. Salazar	B	AWOL		Replaced	06 Jan 22	PRINT220 1407	Jose Thomas Dela	DOING
4 Jan 22	Jan	JanW4	PRINT220 1285		Guillermo Arriaga				D	PA 2	HD	J. Mazon	B	AWOL		Replaced	05 Jan 22	BP22019 0247	Jennifer Nolasco	DOING
4 Jan 22	Jan	JanW4	PRINT220 1284		MENDOZA, JESSE				D	PC4	HD	J. Mazon	B	AWOL		Replaced	06 Jan 22	PRINT220 1284	Princess Dela	DOING
4 Jan 22	Jan	JanW4	AM220 0242		Dr. Rosa Ann Mazon				B	BN 10	BN	A. Mazon	A	PERSONAL SAFETY		Replaced	06 Jan 22	PRINT220 1275	Ricardo Mazon	Done
4 Jan 22	Jan	JanW4	AM220 1008		Cecilia Rodriguez				D	HD 5	HD	S. Calero	A	Resigned		Replaced	11 Jan 22	AVANCE20 1897	Glenn Portante	DOING
4 Jan 22	Jan	JanW4	PRINT220 1274		Miguel Angel				F	PC Encoder	RG	C. Bhas	A	AWOL		Replaced	06 Jan 22	PRINT220 1403	Trishia Lopez	DOING
4 Jan 22	Jan	JanW4	AVANCE20 0276		Alfonso Mazon				F	RI 3	RI	S. Calero	A	AWOL		Replaced	06 Jan 22	PRINT220 1404	Maria Ruth Lopez	DOING
4 Jan 22	Jan	JanW4	PRINT220 1238		Alfonso Mazon				F	RI 2	RI	S. Calero	A	AWOL		Replaced	06 Jan 22	PRINT220 1402	Shirley Mae Dela	DOING
4 Jan 22	Jan	JanW4	PRINT220 1282		Genia Mazon				F	ASP 3	SC	C. Bhas	A	AWOL		Replaced	06 Jan 22	PRINT220 1402	Justine Mazon	DOING
5 Aug 22	Aug	AugW4	BP4 0200	00000000	Donna Mazon	July 25, 2020	1 year and above	Regular	D	HD 5	HD	D. Bhas	B	Part Transfer	Male	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0201	00000000	Quintin Cherry	May 1, 2020	1 year and above	Regular	F	PP 145/149 151/151/151	SC	G. Talusan	B	Part Transfer	Female	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0202	00000000	Nancy Cherry	March 23, 2019	1 year and above	Regular	F	ASP 4/20/12/12	SC	G. Talusan	B	Part Transfer	Female	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0203	00000000	Michelle Peralta	July 25, 2020	1 year and above	Regular	E	FE 3	SC	C. Bhas	B	Part Transfer	Female	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0204	00000000	Jessy Castillo	April 1, 2021	1 year and above	Contractual	G	FE 2	SC	J. Peralta	B	Part Transfer	Female	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0205	00000000	Rey Villan	March 1, 2021	4 months	Contractual	B	BN 10	BN	A. Mazon	B	Part Transfer	Male	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0206	00000000	Indira Reyes	January 20, 2021	6 months	Regular	H	ME 07	ME	A. Bhas	A	Part Transfer	Male	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0207	00000000	Genia Mazon	January 20, 2021	6 months	Contractual	H	ME 03	ME	A. Bhas	A	Part Transfer	Male	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0208	00000000	REBECCA, EDUARDO	July 25, 2020	1 year and above	Contractual	A	ME 03	ME	C. Bhas	A	Part Transfer	Male	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going
5 Aug 22	Aug	AugW4	BP4 0209	00000000	REBECCA, EDUARDO	July 25, 2020	1 year and above	Regular	B	ME 03	ME	C. Bhas	A	Part Transfer	Male	Replaced	06 Aug 22	PRINT220 1289	John Keith & Pasa	On going

Operator Change Record Sheet/ Line Patrol
Schedule/New Worker
Training Flow

P-TOUCH

Approved by

Prepared by

Operator Changed Record Sheet

Section:

Line/Shift:

No.	Date	ID Card Number (CR Pass/Learning Workplace Tag)	Name of Operator who leave the line	Reason	Replaced by	Process name	Start Time	End Time	Confirmation by above sub leader	Remarks
1										

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MAIN ASSEMBLY TRAINING PLAN & RECORD FOR NEW OPERATORS

Approved by

Checked by

Prepared by

Name:

Employee Number:

Date Hired:

Position:

Training Duration	Training Clause	Training Scope	Day 1	Day 2	Training Date	Time	Trainer	Trainee Signature	Remarks
Should be completed in 45M	1	General Orientation							
		※ Main and Sub Assembly Overview							
		※ P-Touch Production Basic Rules							
		※ Major Quality Issues							
		※ Production Important Points (K & P-Parts, Line Stop, FIFO, Tact Time, etc.)							
Should be completed in 4H	2	Process Familiarization							
		※ Parts Familiarization							
		※ Introduction to process using WI and actual performance of process by trainer							
		※ Trainee's process trial with out Tact time							
		※ Trainee - Trainer communication							
Should be completed in 3H	3	Process Familiarization (Under Tact Time)							
		※ Trainee's performance of process under Tact Time pressure (50%)							
		※ Trainee's capability to rectify parts and elements of the process							
		Written Examination							
		※ Gauging of trainee's knowledge through written examination							
Should be completed in 2H	5	Actual Examination (Under Tact Time)							
		※ Gauging of trainee's performance of process through actual examination (with Tact Time)							
		Capability Examination							
		※ Gauging of trainee's knowledge and performance of process through capability exam							
		Trainee's endorsement to line							
Should be completed in 2H	7	Endorsement to line and monitoring of achievement of TT							

Operator Change Record Sheet/Training Plan

Each Section Samples

INK HEAD

OPERATOR CHANGE SAMPLING CHECKING

Keypoints											
1. General Assembly sequence a. Check for correct sequence b. Check for correct sequence				Work order and shop number correct (Example: Day 1, should be Day 1 and before day 1)							
2. Work on designated method a. Check for correct method b. Check for correct method				3. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
4. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				5. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
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58. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				59. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
60. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				61. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
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68. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				69. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
70. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				71. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
72. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				73. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
74. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				75. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
76. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly				77. Perform Assembly Checking a. Check for correct assembly b. Check for correct assembly							
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Employee No.	Employee Name	Type of Operator	Process Name	Category	Orientation Date	Start of Task	Actual Measurement by Shift T.T	Certificate Status	Scoring Status	Badge	Cap	End of Task	Leader	Status	PIC
BIPH2021-06643	De Villa, Paula Claire	Direct	New Operator	ICT Potting	Critical	25-May	26-May	O	O	O	O	9-Jun	Ramirez, Rona	Certified	JUNINE
BIPH2021-06922	Camitan, Rovel	Direct	New Operator	Protective tape attachment after PZT	Normal	28-Jun	01-Jul	O	O	O	O	7-Jul	Balut, Rea	Certified	JOY
BIPH2021-06926	Pascual Jonar	Direct	New Operator	Washing	Normal	28-Jun	01-Jul	O	O	O	O	28-Jul	Carlos Rosana	Certified	JOY
BIPH2021-06927	Gubango Mark	Direct	New Operator	Shipping Liquid Filling	Critical	28-Jun	01-Jul	X	X	X	X		Balut, Rea	ANGL	JOY
BIPH2021-06921	Borog Stephanie	Direct	New Operator	Damper Leak Inspection (Step)	Normal	28-Jun	01-Jul	O	O	O	O	5-Jul	Mance, Aviegal	Certified	Joy
BIPH2021-06919	Albay Rose Anne	Direct	New Operator	ICT Potting	Critical	28-Jun	01-Jul	O	O	O	O	7-Jul	Torres, Rosa	Certified	JOY
BIPH2021-06924	Dimalig Angelu	Direct	New Operator	FPC Welding	Normal	28-Jun	01-Jul	O	O	O	O	7-Jul	Torres, Rosa	Certified	JOY
BIPH2021-06920	Bonawa Raychell	Direct	New Operator	FE Position Inspection and Protective Tape	Normal	28-Jun	01-Jul	O	O	O	O	7-Jul	Torres, Rosa	Certified	Joy
BIPH2021-06923	Castaneda Ginelyn	Direct	New Operator	Protective tape attachment after PZT	Normal	28-Jun	01-Jul	O	O	O	O	7-Jul	Balba, Kimberly	Certified	JOY
BIPH2021-06925	Pales Princess	Direct	New Operator	Incline Adjust Fitting	Normal	28-Jun	01-Jul	X	X	X	X		Mance, Aviegal	ANGL	

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CHART CODE	CHART NAME	ARTIST NAME	GENRE	STATUS	RANK	1 201		1 201		1 201		1 201		1 201		1 201		1 201		RAT				
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PH0214-0003	Argento, Alex	16-Sep-24	Production	PH 4	13	1386	P	800	200	15	P	800	200	15	PL	P	730	200	15	P	730	200	15	
PH0214-0004	Aquino, Na Chira	16-Sep-24	Production	PH 3	13	135	P	730	200	0	P	730	200	0	PL	P	730	200	0	PL	P	730	200	15
PH0214-0005	Ayuppa, Alex	16-Sep-24	Production	PH 3	13	135	P	800	200	15	P	800	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0006	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0007	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0008	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0009	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0010	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0011	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0012	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0013	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0014	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0015	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0016	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0017	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0018	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0019	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0020	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0021	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0022	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0023	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0024	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0025	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0026	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0027	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0028	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0029	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0030	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0031	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0032	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0033	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0034	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0035	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0036	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0037	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0038	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0039	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0040	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0041	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0042	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0043	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0044	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0045	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0046	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0047	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0048	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0049	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0050	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0051	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0052	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0053	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0054	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0055	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0056	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0057	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0058	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0059	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0060	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0061	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0062	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0063	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0064	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15
PH0214-0065	Bach, David	16-Sep-24	Production	PH 3	13	135	P	730	200	15	P	730	200	15	PL	P	730	200	15	PL	P	730	200	15

Employee No.	Employee Name	Shift	Process	Status	Date filed	Reason					
						Reason	Reason	Reason	Reason	Reason	Reason
						Date	Date	Date	Date	Date	Date
						07/08/2021	07/09/2021	07/10/2021	07/12/2021	07/13/2021	07/14/2021
P02019-02024	Wardens, Carolyn	Shift A	UP/UP	Active							
P02019-02478	Wardens, Loraine	Shift A	UP/UP	Active							imp'd gas
P02017-02117	Dimauro, Shari	Shift A	Start	Active							
P02019-02494	Jose, Benessa Marie	Shift A	Start	Active		Bed rest	Bed rest		Bed Rest	Bed rest	Bed rest
P02014-00685	De Olampio, Marly	Shift A	Start	Active		No work					
P02014-00917	Muniz, Odis	Shift A	Start	Active					important matter		
P02015-00874	Penner, Kimberly Dawn	Shift A	Start	Active							
P02021-09623	Compassio, Emmanuel	Shift A	Start	Active							
P02017-02028	Fernandes, Kotchul	Shift A	Start	Active							
P02017-02012	Mangano, Rochelle	Shift A	Care	Active							
P02019-02193	Gonzalez, Kristine Joy	Shift A	Care	Active							
P02014-00695	Veigella, Arianne	Shift A	Packing	Active							
P02014-00696	Ashuda, Ma. Cristina	Shift A	Winder	Active		important matter	important matter	No work	personal matter	personal matter	personal matter
P02014-00660	Eguigure, Lisset	Shift B	Packing	Active							
P02015-00663	Requillo, Joy	Shift A	Winder	Active			family matter		family matter		
P02015-00660	Dela Cruz, Princess	Shift A	Assembly	Active		IBM	taking care of her daughter	her daughter was sick			
P02023-00871	Mangulit, Mary Grace	Shift B	Winder	Active							
P02015-00670	Milaguel, Dina Joy	Shift A	Packing	Active							Burial of her auntie
P02019-00667	Austria, Diana Rose	Shift A	Packing	N/A							
P02019-02194	De, Vermapan	Shift B	Assembly	Active		important matter	important matter	No job			
P02015-02448	Debo, Mary Ann	Shift B	Winder	Active							
P02015-01993	Bunz, Bonabel	Shift A	Assembly	Active		not fit to work	not fit to work	Bed rest	No job		
P02015-02438	Verasco, Karen	Shift A	Quality	Active		Not fit to work (UTI)					
P02015-01962	Egido, Janelin	Shift A	Quality	Active					important matter	IMPORTANT MATTER	
P02015-02424	Babao, Jenny	Shift A	Assembly	Active					bedrest		
P02015-01880	Buglasan, Lanelvin	Shift A	Assembly	Active							
P02015-02377	Dalasis, Jessica	Shift B	Assembly	Active		No job	Family Matter		dysmenorrhea	dysmen	not fit to work

Operator Change Record Sheet

[illegible]

Daily 4M Monitoring Sheet

Model: _____	Process: _____	Month: _____	Line: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PREPARED</td> <td style="width: 33%;">CHECKED</td> <td style="width: 33%;">CONFIRMED</td> </tr> </table>	PREPARED	CHECKED	CONFIRMED
PREPARED	CHECKED	CONFIRMED					

Changes/4M																															
Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Shift:	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on	on
Man:																															
Material																															
Machine																															
Method																															
Prepared by:																															
Confirmed by:																															

RULE: 1. This checksheet must be updated by Sub-Leader daily. 2. This checksheet must be "Confirmed" by Staff-in-Charge once a week. 3. In "Prepared by" and "Confirmed by" row initial only.	LEGEND: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">x</td> <td>With 4M/Changes</td> </tr> <tr> <td style="text-align: center;">o</td> <td>No 4M/Changes</td> </tr> <tr> <td style="text-align: center;">/</td> <td>No Production</td> </tr> </table>	x	With 4M/Changes	o	No 4M/Changes	/	No Production
x	With 4M/Changes						
o	No 4M/Changes						
/	No Production						

BROTHER INDUSTRIES PHILIPPINES, INC.

REC0801-100-01

4M Details / Daily 4M Monitoring Sheet

THANK YOU !

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	April 21, 2023	April 21, 2023	Hermie Mei Matundan	PG07: Change the Record not required into required.	April 21, 2023