

**DR2 CHECK SHEET & REPORT ( Page 1 / 2 )**

Prepared	Checked	Appr
Z_Tan		

OBJECTIVE : Machine/Process setup confirmation Design Review

Reg. No. : DR2-

[ DRX-Section-Year-Seq No(Alphabet Series) ]

Date: 12/04/201

<b>Category</b>	<input type="radio"/> Processing <input type="radio"/> Measuring <input checked="" type="radio"/> Inspection <input type="radio"/> Test <input type="radio"/> Others ( )	
<b>Machine</b>	Name : <u>Taping OAI</u> Maker : <u>ETMY</u> Model : _____ ETMY Control No : _____	<b>CONCLUSION :</b>  <input checked="" type="radio"/> Approved ( Without / With ) Condition Condition : _____  <input type="radio"/> NOT Approved Comment: _____  Note : Select (●) the appropriate conclusion and Fill in the respective condition/comment column where necessary.
<b>Meeting Details</b>	Date : <u>11-04-2011</u> Time : <u>14:00 pm ~ 16:00 pm</u> Venue : <u>PX QC OAI Area</u>	

**Attendance**

SM : (PE) Mr. Chen Yeng Cheng (Prod) (QC) (PM) (MM) Mr. Ghazali (SE)  
 Mgr : (PE) Mr. Sri Ruben (Prod) Mr. Ambigabathy (QC) (PM) (MM) Mr. Ahamad, Mr. Zabri (SE)  
 Members : (PE) Mr. Theban (Prod) Hasnor, Mat Sofi Saat (QC) (PM) Mr. Yusnaldi, Mr. Effandi \* (MM) Mr. Ismail, Mr. Z\_Tan, Mr. Hadzren (SE)

Note : Mark "\*" for Resp. Section/Person

REVIEW ITEMS & CHECK POINTS		Judged by	JUDGE	COMMENT / ACTION	R/P Name	SCHEDULE					FOLLOW-UP / RESULT
1.	<b>M/C Operation</b>										
	1.1 No abnormality during auto/Manual operation (ex. Accident, no interlock function, operation hang, etc)	Prod/MM	<input type="radio"/>								
	1.2 Error treatment is appropriate (ex. error message and the way to reset)	Prod/MM	<input type="radio"/>								
	1.3 It can resume to home position after reset from error	Prod/MM	<input type="radio"/>								
	1.4 No inconvenience for operator's movement & operation	Prod	<input type="radio"/>								
	1.5 Is there any chances of Product mixing, fly out or drop during operation.	Prod	<input type="radio"/>								
	1.6 Each system(pneumatic, vacuum, heat, movement, measurement etc) operates smooth & stable (ex. Noise, overheat, vibration, leak etc) *(measurement refer to item 3)	PE/MM	<input type="radio"/>								
2.	<b>Safety &amp; Environment</b>										
	2.1 Operator & M/C safety are assured during operation (ex. Cover, emergency stop button etc)	MM	<input type="radio"/>								
	2.2 Operator & MC safety are assured during emergency stop	MM	<input type="radio"/>								
	2.3 Safety Interlocks are working well (ex. Cover, emergency stop, operation etc)	MM	<input type="radio"/>								
	2.4 Danger area where may cause electric shock, burst, fire, suffocation, sharp corners etc have protection. If No, please take action plan immediately.	SE/MM	<input type="radio"/>								
	2.5 The M/C is complied to Malaysia specific safety standard (for specified categories of M/C only)	SE/MM	<input type="radio"/>								
	2.6 The waste disposal handling method is clear & prepared	SE/MM	-								
3.	<b>Measurement System (for Inspection, Measuring and Test Equipment ONLY)</b>										
	3.1 Calibration is carried out for measuring instrument <i>if applicable</i>	QM	-								
	3.2 MSA Plan is prepared for the equipment - (Item 3.2 is NOT applicable for Test Equipment)	QM	△	- A Plan for accuracy check should be setup	Mr. Theban	- To be done by End Of April 2011					
	3.3 The Test Software is registered for control (if any)	MM	<input type="radio"/>								

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REVIEW ITEMS & CHECK POINTS		Judge by	JUDGE	COMMENT / ACTION	R/P	SCHEDULE	FOLLOW-UP / RESULT
4.	<b>Maintenance</b> 4.1 The periodical maintenance method is clear (Machine TBM schedule and Daily / Monthly Check Sheet is prepared)	MM	○				
	4.2 Any inconvenience during part change/maintenance. (Code change) (if applicable)	Prod/MM	○				
5.	<b>Accessories &amp; Documents</b> 5.1 Necessary accessories/spare parts are identified, include min. stock level	Prod/MM	○				
	5.2 The necessary documents are in-place (where applicable), please circle either E / J. If E / J are exist please circle both. Mechanical drawing E / J	MM	△	To be reviewed.	Z_Tan	- To be completed by End Of April 2011	OK ! Done - 12-04-2011
	Electrical drawing E / J		△				
	Program list		△				
	Accessories list E / J		△				
	Spare part list E / J		△				
	Operation Manual E / J		△				
	Maintenance Manual E / J		△				
	★ Machine Adjustment Standards are available in English / Malay with illustration ** ** minimum to cover parts with direct contact to the product Note : Not applicable for repeated machines.	Prod/MM	○				
	Machine Safety Assessment Results	SE/MM	○				
	Electrical assessment results	SE/MM	○				
	5.3 Identified list of critical parts/accessories (direct contact with product) that affect product quality in fit, form, function, appearance and reliability that need Job Setup verification and 4M Change Control	Prod/MM/PE	△		Yusnadi & Theban	- To be done before End Of April 2011	
6.	<b>Product Quality</b> 6.1 Process/Product quality is satisfying the specification	PE	-				
	6.2 Preliminary Process Capability (Pp/Ppk) study plan is prepared (for special characteristic)	PE	-				
7.	<b>Machine/Equipment Ability Confirmation</b> 7.1 The cycle time of machine is measured/estimated. If yes, please attach the data.	PE	○				
	7.2 Estimated running rate has achieved the target ? If yes, please attach the data.	PE	△	- To be re-confirmed.	Theban	- To be done before End Of April 2011	
	7.3 Is the estimated machine ability clear ?		△	- To be re-confirmed.	Theban	- To be done before End Of April 2011	
8.	<b>Labeling &amp; Confirmation</b> 8.1 Specific label is stated clearly (radiation, high temperature, electrical shock label etc)	MM	○				
	8.2 Is the machine responsible person clear ?	Prod / PE / MM	○	PE : Theban MM/MI : Eddie & Z_Tan	PM : Yusnadi Prod : Hasnor		
							Completion of Action Follow-up Date : Prepared   Checked   Appr

**JUDGEMENT :**

(All △ &amp; × items is recommended for further improvement)

○ : Can continue to next step without condition (No problems found)

**NOTE :**

★ This item is mandatory and must be checked prior to approval

△ : Can continue to next step with condition (Require minor review)  
× : Cannot continue to next stage (Require major review)  
N/A : Respective check item is not applicable for this product/process

**DR2 FLOW PROCEDURE :**

Preparation → DR2 → DR Report → Approval → Filing  
(MM/PE) (MM/PE) (MM/PE) (Prod Mgr) (MM/PE)

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