

Section

Rev.No. 01

Occurrence Date				Plant/Process	Person who informed this trouble			Check Mark	
Year	Month	Date	Time		Department	Name	Informed by someone in house		Found it in the section
									Found it out of the section
Model				Part			Informed by customer		Information
									Rank A Trouble
									Rank B Trouble
Defective Lot No.									Market Claim

Description of defect in detail.

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Object for Investigation

Purpose of sorting	
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Sorting detail

Date	Process	Lot No.	Total Number of parts for Sorting	Total NG parts	Number of the OK parts after Sorting	No. of Parts for Reworking	No. of person for SORTING	Method of sorting	Machine Name No./ Tool No. for sorting	Instrument used for Sorted Parts	Verified by Quality	

**(Caution)**

- If the operation is done by two or more people, the person in charge must be clarified in each shift.
- When neither section chief nor an associate in Quality Department is available, the associate who operates changeover instructs the person in charge what to do.
- The sorting is started with the lot in which the first defect part was found. Then the sorting is done up to the next lot of which has no defect part is found.
- The NG sample must be identified as a NG part clearly. Then it must be handled as a NG part after the sorting is finished.
- The inspection must be done after reworking with proper inspection tools.
- Add the reworking method (Machine No., Machine name)

Rework detail

Date	Process	Lot No.	Total Number of parts for reworking	The number of NG parts	Number of the OK parts after reworking.	NG parts handling.	No. of person for reworking	Machine / tool for reworking	Machine Name No./ Tool No. for Reworking	Tool for inspection for reworked parts	100% qty. checked by production	Verified by Quality
Total												

Confirmation of the action

Person in charge	Section Chief	Manager	Quality Manager

\*Customer claim has to be informed to the Quality Department.