

1.0 Purpose:

1.1 The purpose of this Work Instruction is to provide guidance to the Commercial Quality Control Inspection team when building kits and when shipping kits on customer orders or inventory transfers.

2.0 Scope:

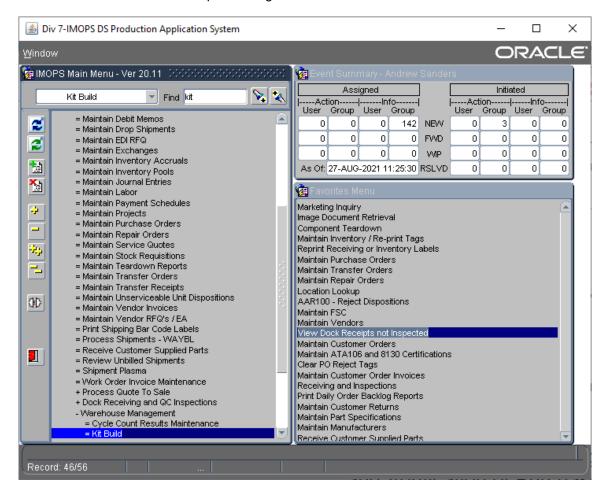
2.1 This Work Instruction is applicable for all kits built at AAR Supply Chain, Inc., Wood Dale location.

3.0 Responsibility and Authority:

- 3.1 The responsibility and authority for the administration and implementation of this work instruction has been assigned to the Commercial Quality Manager for AAR Supply Chain, Inc.
- 3.2 Product Line is responsible for creating kits.
- 3.3 Commercial Inspection is responsible for picking and assembling kits.

4.0 Procedure:

- 4.1 Access Kit Build screen in IMOPS.
 - 4.1.1 this screen is Division specific so you will need to ensure you are logged into the correct Division before proceeding.





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List of Valu

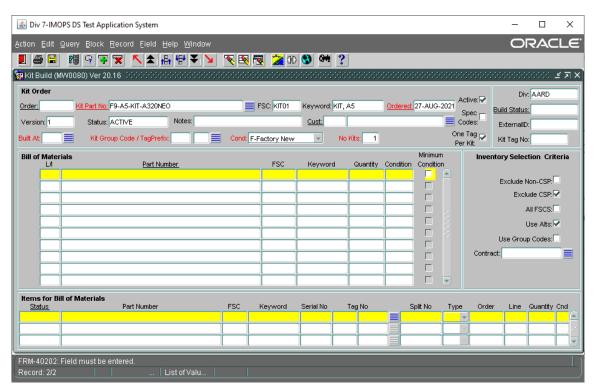
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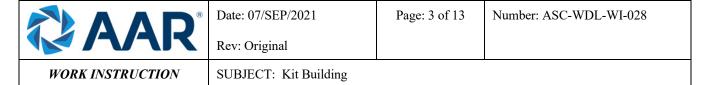
Number: ASC-WDL-WI-028

Div 7-IMOPS DS Production Application System X ORACLE 🙀 Kit Build (MW0080) Ver 20.16 Kit Order Div: AARD Kit Part No: Ordered: 27-AUG-2021 Build Status: Version: Status: Cust: Codes: One Tag 🔽 -Built At: No Kits: 1 Kit Tag No: Per Kit: Inventory Selection Criteria Bill of Materials Minimum Quantity Condition Part Number Exclude Non-CSP: Exclude CSP: Г All FSCS: Use Alts:✓ Use Group Codes: Г Items for Bill of Materials Part Number The manufacturer's, supplier's or industry standard identity for the subject part, assembly, kit or material item. - list of values available

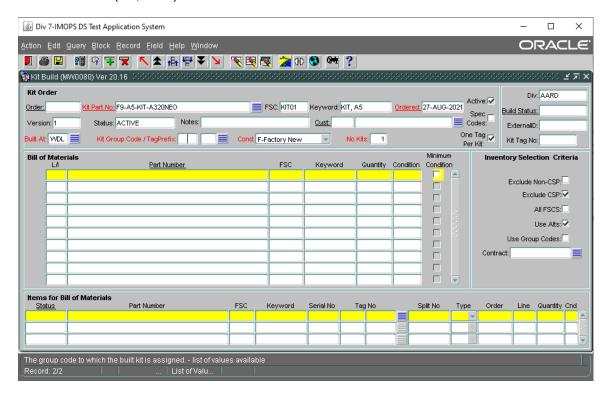
4.2 Creating a kit:

4.2.1 Enter a kit part number in the "Kit Part No" field and hit enter. The kit P/N will be provided via e-mail by the person requesting to build the kit(s).

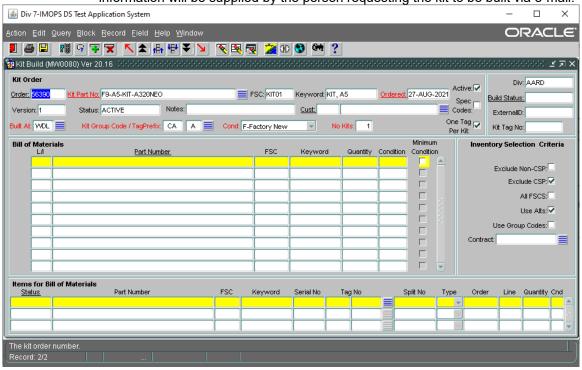


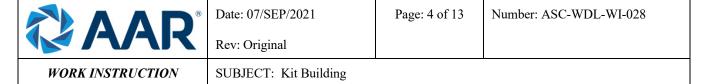


4.2.2 Fill in the "Built At" field. Use the warehouse code for the warehouse the kit will be built at (i.e., WDL).

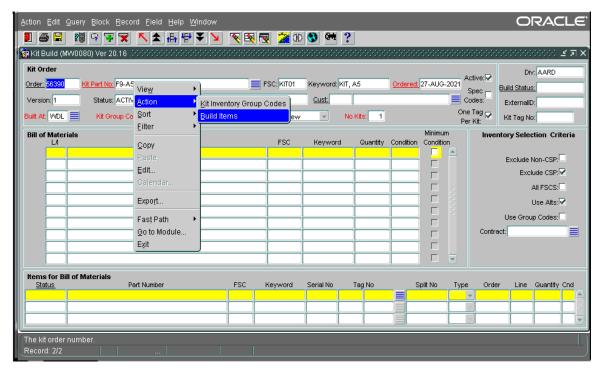


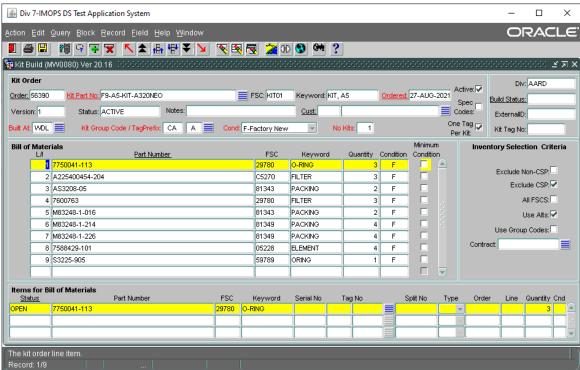
4.2.3 Enter the tag prefix and group code in the Kit Group Code / Tag Prefix fields and hit save (F10) and you will now have a kit order number. The Kit Group Code / Tag Prefix information will be supplied by the person requesting the kit to be built via e-mail.

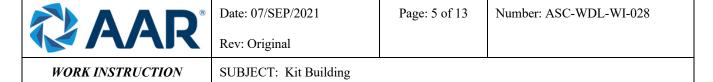




4.2.4 Add the kit line items, right click, action, build items.

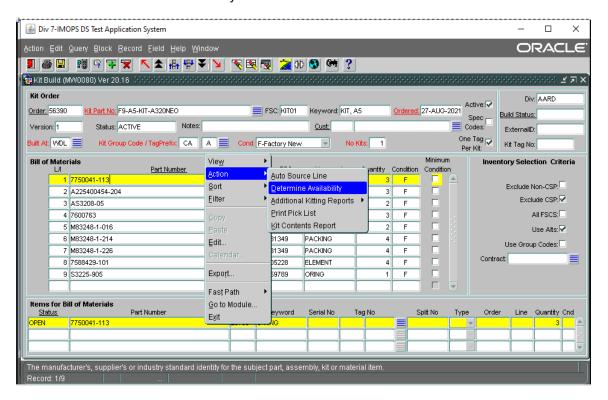




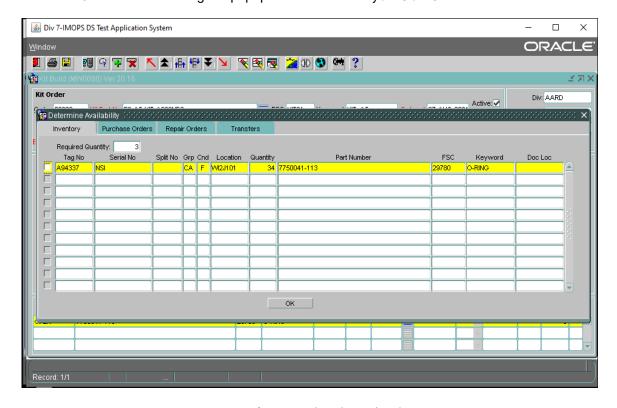


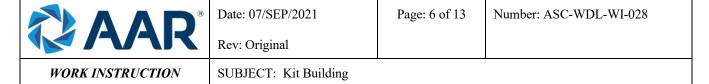
4.3 Allocating the kit lines:

4.3.1 Right click on each line in the "Items for Bill of Materials" section and select action, determine availability:

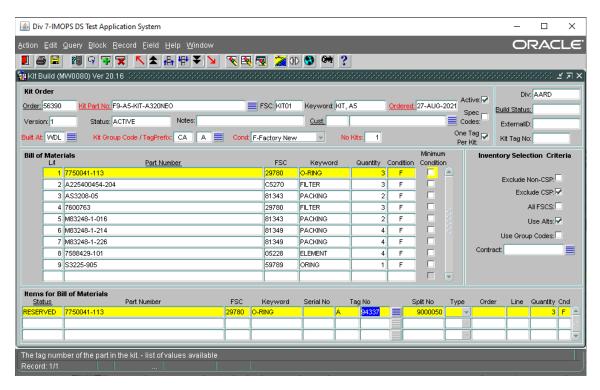


4.3.2 You will then get a popup to select inventory / RO / PO or Transfer material from:

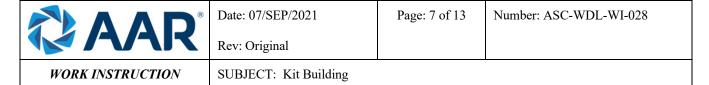




4.3.3 Select the source you want by checking the checkbox and you have selected a source for that item:

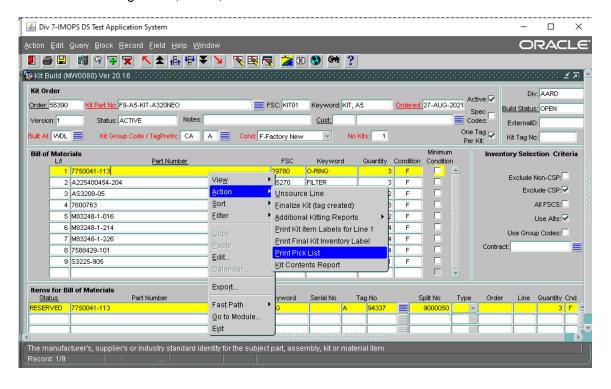


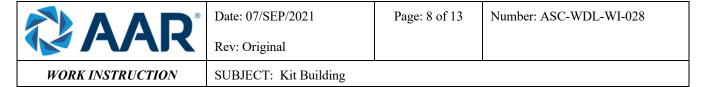
4.3.4 Repeat the source allocation step for each line in the kit until all lines are sourced and allocated.



4.4 Printing the Kit Pick List:

4.4.1 Right click, action, Print Pick List:

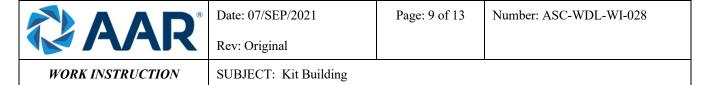




4.4.2 Example Kit Pick List below:

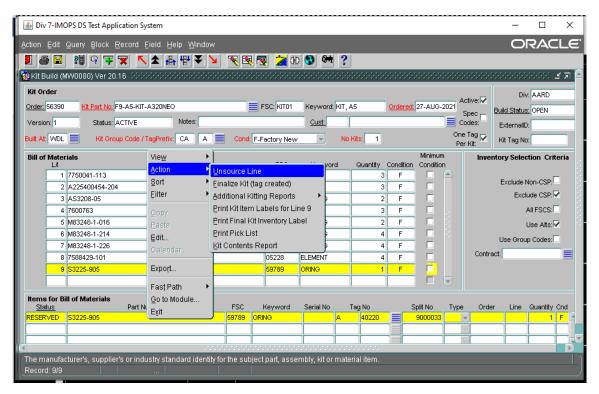
stribution Support System
Kit Pick List
MW0150 Version 9.4
ANDREW SANDERS
27-AUG-21 01:51
1

Run Date: 27-AUG-2021 01:51 PM User: ANDREW SANDERS					AAR Corp. Master Kit P/N: F9-A5-KIT-A320NEO FSC: KIT01 Description: KIT, A5				Picked by: Date picked: Received by: Inventoried date:			- - -	MW0150 Version 9.4	
	der Number: 56390 Customer: None Notes: None	Kit —	Desc		Location		FSC	Desc	Inventory –		Cnd			
_				Req Qty		Part			Tag	Serial / Split		Qty	PICK Y/N	Qty Picked
	7750041-113	29780	O-RING	3	W2J101	7750041-113	29780	O-RING	A94337	9000050	F	3		
	A225400454-204	C5270	FILTER	3	2822E01	A225400454-204	C5270	FILTER	A40220	9000032	F	3		
	AS3208-05	81343	PACKING	2	2822802	AS3208-05	SE397	PACKING	A20383	9000082	F	2		
	7600763	29780	FILTER	3	W2L202	7600763	29780	FILTER	A94251	9000077	F	3		
	M83248-1-018	81343	PACKING	2	2822902	M83248/1-016	SE307	PACKING	A20385	9000103	F	2		
	M83248-1-214	81349	PACKING	4	2822802	M83248/1-214	SE397	PACKING	A20393	9000108	F	4		
	M83248-1-226	81349	PACKING	4	W1H302	M83248/1-226	SE397	PACKING	A20405	9000034	F	4		
	7588429-101	05228	ELEMENT	4	1822A02	7588429-101	05228	ELEMENT	A10901	9000048	F	4		
	83225-905	50780	ORING	1	2825101	83225-905	59789	ORING	A40220	9000033	F	1		
_	Confide	ential & I	Proprietary									Page	1	of 1



4.5 Picking the kit:

- 4.5.1 Using the above picking list, go to all the warehouse locations listed and retrieve your inventory tags.
 - a) While filling in the picking information on the top of the form or the right-hand side of the form is optional, the Inspector building the kit(s) shall clearly mark / indicate on each line that it has been both Picked and counted.
 - b) Make sure to scan your inventory tags / splits to your location when building kits to help prevent NOS's.
- 4.5.2 If an item is not on the shelf (NOS) that line of the kit will need to be unallocated and reallocated. To unallocate, go to the relevant kit line, right click, action, unsource line:



4.5.3 To reallocate a new tag / RO / PO or transfer, use the instructions in section 4.2.5 above.



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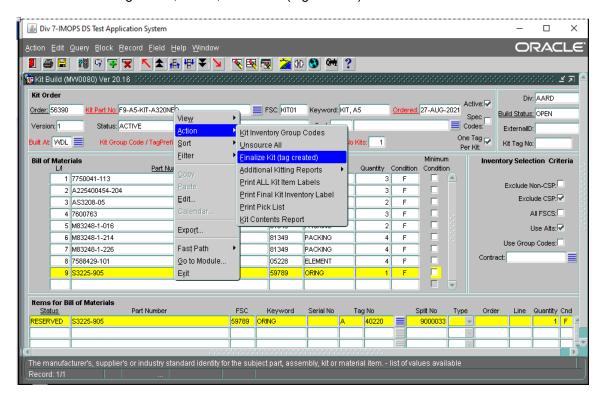
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4.6 Assembling the kit:

- 4.6.1 Separate the quantity of each tag you need for the kit(s) that you are building. Print a set of paperwork (trace, certs, etc.) and an IMOPS label for each kit line and assemble them into a bin, bin box, cart shelf etc. in a manner that allows you to keep track of where you are in the process and which items have been completed. Check off the items in the kit as you break them out, make your copies and print your labels.
 - a) While filling in the picking information on the top of the form or the right-hand side of the form is optional, the Inspector building the kit(s) shall clearly mark / indicate on each line that it has been both Picked and counted.
- 4.6.2 Inspect the product you are building into the kit to include parts, paperwork, quantity, and shelf life. Minimum shelf life to ship without customer approval or concession is 75% remaining.
- 4.6.3 Upon completion of all splitting, document printing, label printing, and inventory segregation compile all labels and documents into one packet and place it in a document envelope.
- 4.7 Completing the kit.
 - 4.7.1 Right click, action, finalize kit (tag created):





WORK INSTRUCTION

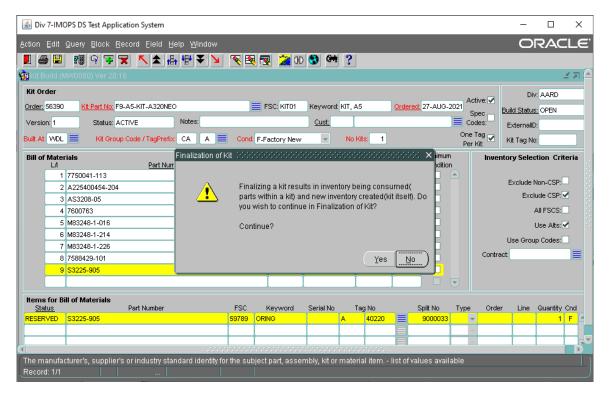
Date: 07/SEP/2021

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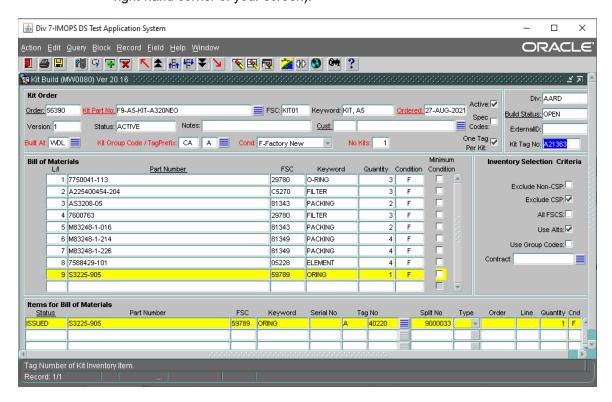
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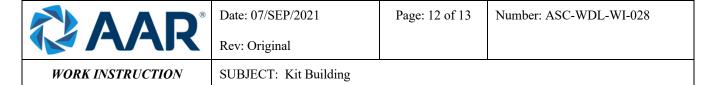
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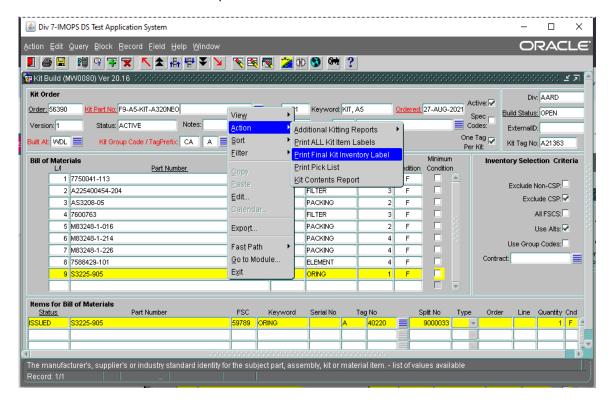
4.7.2 Click yes and you now have a kit tag number that can be allocated to a work order (upper right-hand corner of your screen):



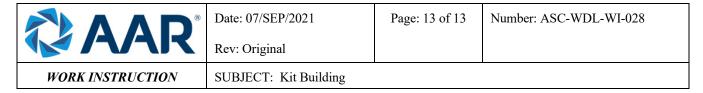


4.8 Printing the kit label:

4.8.1 Print a kit label by right click, action, Print Final Kit Inventory Label and apply it to your Document envelope:



- 4.8.2 Once your documents envelope is ready, scan all your paperwork against the kit tag and then your kit is complete and ready to allocate to an order or go to stock.
- 4.8.3 When assembling kits with inventory already allocated by the Product Line / Sales Team, follow the steps in Section 4.2.6 thru 4.2.10 above.



5.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
07/SEP/2021	Original	All	Initial Release	C. Quinteros