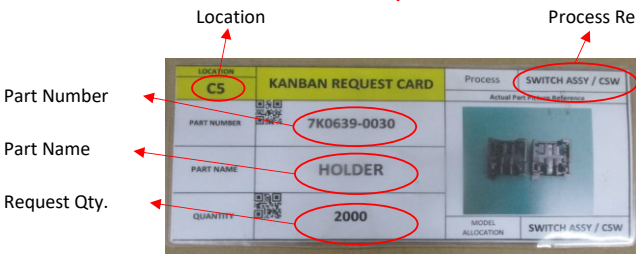

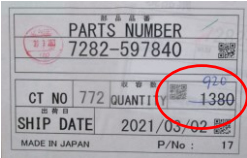
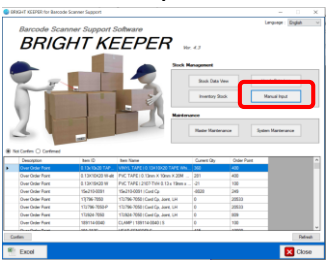
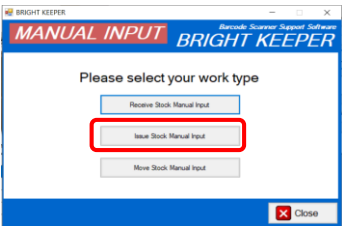
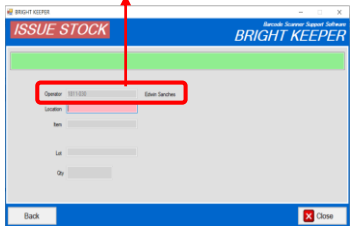
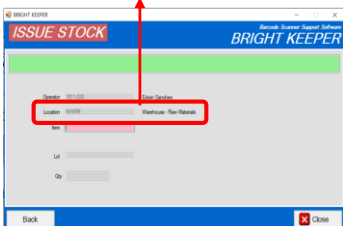
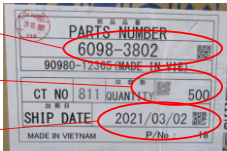

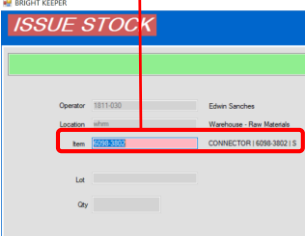
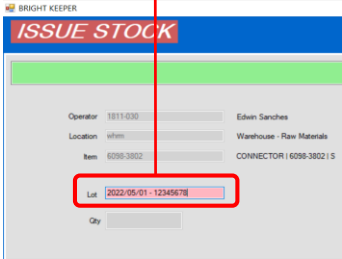
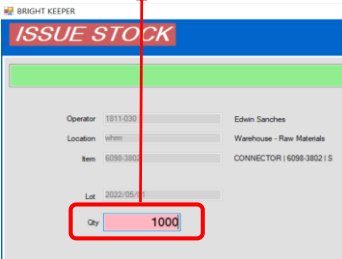
	Process Name/ Title:		Document No:		WI-WHS-RMW-009	
	Parts Withdrawal		Effective Date:		November 11, 2022	
			Rev. No.: 5		Page No.: 1 of 3	
	WORK INSTRUCTION		Product Code/Name:		Customer Code:	
n/a		n/a				

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	Purpose <p>To ensure that the materials being issued to production are correct, handled properly and well accounted.</p>	
2	Preparation of Materials <p>A. Prepare scanner, push cart, and empty danpla box for material preparation.</p> <p>B. Collect Kanban Request Card from production per area for withdrawal in warehouse storage.</p> <p>C. Segregate Kanban request card per part number, description and location.</p> <p>D. Get Kanban request card per part number.</p> <p>E. Check part number and location in Kanban, then proceed to warehouse storage location for material picking.</p> <p style="text-align: center;">Kanban Request Card</p>  <p>F. In case encountered wrong location of materials in Kanban request card: * Bring Kanban Request Card to Warehouse Office and request to warehouse staff for update of Kanban request card location.</p> <p>G. Look for the FIRST OUT sign of the materials to be picked</p> <p>H. Withdrawal is from FIRST OUT sign of the materials going to the right side of the racks or pallet location.</p> <p>I. Verify the Kanban request card part number, quantity and location against Material Label part no. quantity, and location.</p> <p>J. Pick the materials based on the Kanban quantity needed.</p> <p>K. Get the Scanner and scan the QR code attached on the box If cannot scan the QR code on the box, you can scan the QR code printed on the Kanban request card</p> <p>L. Put a signature of picker on the label to prove that it has been verified.</p> <p>M. When there is material left in the box after picking, erase the original quantity on the label and replace it with the remaining quantity.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Before picking Intact quantity</p> </div> <div style="text-align: center;">  <p>After Picking with Loose quantity</p> </div> </div> <p>N. Return blue danpla cover after picking from Oricon boxes, while if the item is placed in corrugated carton, it should be closed properly to avoid dust and foreign materials.</p> <p>O. Move the first out sign to the right if no more raw materials on the row.</p> <p>P. Proceed to another materials then repeat the process again from letter "E".</p>	<p>Ensure to check the empty danpla without any foreign materials inside</p> <p>Ensure to update Kanban Request Card Location every time the warehouse layout was changed</p> <p>When picking on the Oricon box with danpla cover on top, Don't forget to return the top cover in order to prevent dirt/foreign materials</p>
3	Scanning of Materials <p>A. Get laptop with scanner</p> <p>B. Open Bright keeper system</p> <p>C. Click "Manual Input"</p> <p>D. Click "Issue Stock Manual Input"</p> <p>E. Input Operator ID Number</p> <p>F. Input "WHRM" in the Location</p>	

Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:
11/11/2022	5	Additional procedure for updating of location in Kanban request card Change Control number from WI-PUM-WHS-003 to WI-WHS-RMW-009	E. Sanchez	M. Banaban	N. Kitamura	
05/24/2021	4	Removed procedure of Indirect materials	E. Sanchez	N. DeVilla	N. DeVilla	
02/18/2020	3	Additional details on record, remarks, quality pointers Include issuance of Packaging materials and handling of chemicals Change Control number from WI-PLN-WHS-016 to WI-PUM-WHS-003	E. Sanchez	N. DeVilla	N. DeVilla	
09/12/2019	2	Include process of Scanning and eliminate use of bincard	E. Sanchez	N. DeVilla	N. DeVilla	
07/10/2017	0	Initial issue	R. Arcangel	R. Casañas	K. Funaki	
						07/10/2017


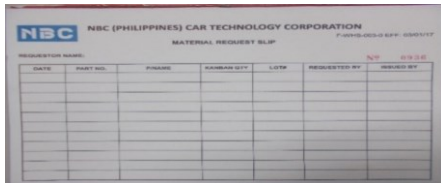


Process Name/ Title: Parts Withdrawal		Document No: WI-WHS-RMW-009	
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>Manual Input</p> <p>C. </p> <p>Issue Stock Manual Input</p> <p>D. </p> <p>Operator</p> <p>E. </p> <p>Location</p> <p>F. </p> <p>G. Scan/Input the part number attached on the box.</p> <p>Material Label</p> <p>Part Number → </p> <p>Quantity →</p> <p>Ship Date →</p> <p></p> <p>PART NUMBER</p> <p>G. </p> <p>Always check the Transaction if in ISSUE STOCK mode of transactions before scanning</p> <p>H. Scan/Input Ship date and lot number of the materials.</p> <p>SHIP DATE / LOT NUMBER</p> <p>H. </p> <p>QUANTITY</p> <p>I. </p>	



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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
4	<p>Stacking of materials</p> <p>A. Attach the Kanban request card on the box card holder for easy identification of materials</p> <p>B. Transfer prepared materials from push cart to skateboard</p> <p>C. Stacking and transporting height limit of the materials: For Danpla Box = 8 stacked For Oricon Box = 5 stacked</p> 	
5	<p>Issuance of materials</p> <p>A. Once material preparation was done, deliver the materials to the requestor.</p> <p>Location of materials in production per area:</p> <p>KITTING AREA - Refill the materials per part number on the racks assigned.</p> <p>MR SWITCH - Endorse the materials to requestor</p> <p>CONTACT SWITCH - Endorse the materials to requestor</p> <p>HOTMELT - Endorse the materials to requestor</p> <p>CUTTING & CRIMPING - Refill the materials per part number on the racks assigned.</p> <p>* In case of new materials and without available Kanban provided by the requestor, use Material Request Slip.</p> 	

Note: Any incident/accident happens upon delivery shall report to immediate superior for incident investigation.