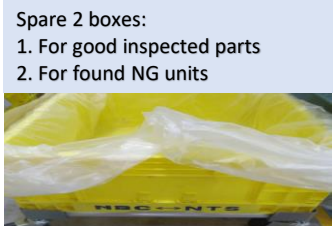



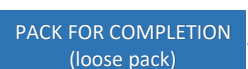


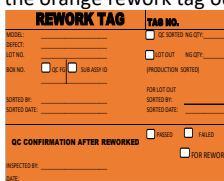


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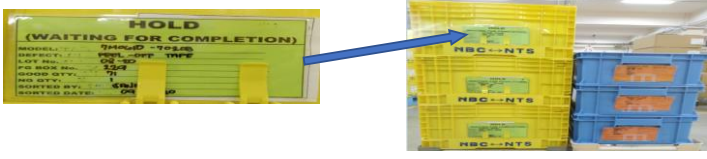
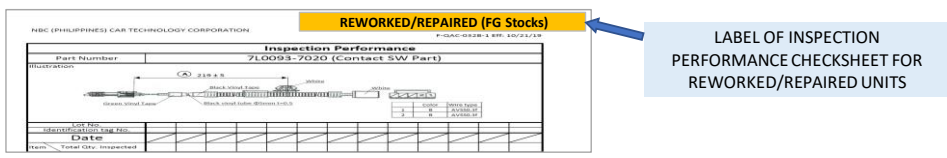

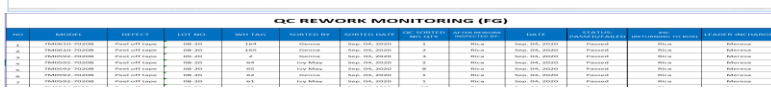
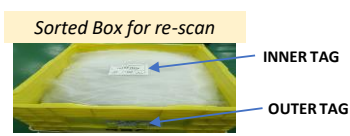
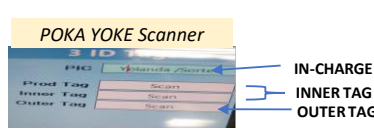


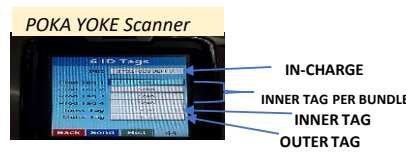
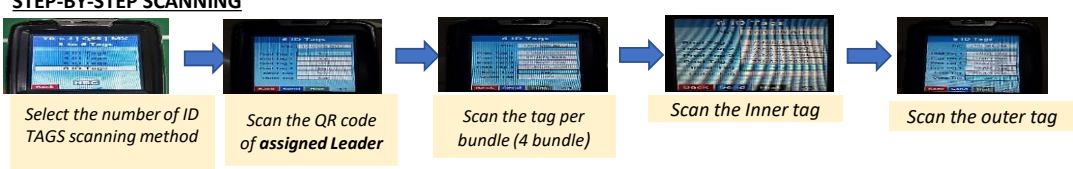
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<b><u>SORTING:</u></b> <i>FG Stocks sorting will be conducted by QC inspectors</i>	
①	Get the parts to be inspected.  	► Provide separate box for the inspected parts to avoid mixing of for sort and sorted parts.  ► Use Sorting Report for proper recording of sorting. Details must be completely fill-in.
②	Remove the parts from the box per plastic and conduct inspection on the unit one-by-one. 	► Be careful in handling not to remove the slider part from Contact Switch assy  ► Inspect the necessary checkpoint required in sorting.
③	Put the inspected parts on the allocated box for sorted good parts and get another pack for inspection until finish sorting the parts in one (1 box).  	► Check the quantity of parts after sorting.
④	If found defects, complete the plastic pack from the bottom. Let the last pack/s be the "for completion" which should be at the topmost of the packaging. Leave the plastic pack open making it identifiable as for completion of quantity.  	► Record the result of sorting in the Sorting checksheet after each box.
	*** If no defect found, pack the parts according to its standard packaging. Proceed to step no. 13. ***	
⑤	For defective units (reworkable), attach red defect tag on the reworkable units and put inside the plastic/box. Each FG box no. should have corresponding box for defect quantity segregation and individual labeling.   	► Red tag should be completely filled-up and with complete details before putting inside the plastic. ► All parts for rework/repair must be inside the plastic to avoid: * foreign material on switch parts * detaching of slider on Contact Switch ► Make sure the defective units detected were on separate box
⑥	Attached the orange rework tag outside the box.  	► Tag must be completely filled-up and with complete details.


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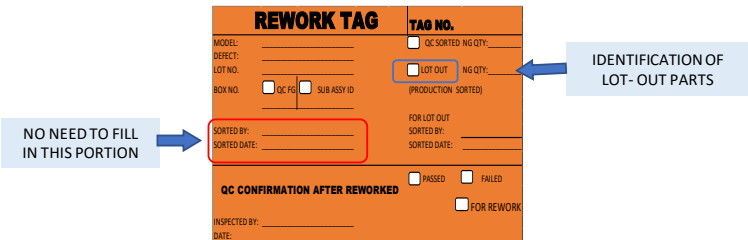
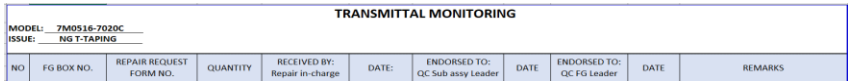
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
⑦	Put label on the FG box (where the defective units were found) with neon green hold tag or for Completion tag . 	► FG box waiting for completion will be put on -hold in (Warehouse Area) staging area.
⑧	Endorse the defective units to repair in-charge together with the accomplished Repair Request Form (F-PRO-COM-039).	► Forms must accomplish by QC Leader-in-charge
⑨	After repair, the units will be received by QC Leader who will also sign in the Repair request form to be kept by production for recording.	
⑩	Repaired units will be re-inspected in FG inspection area. Fill in the Inspection Performance Checksheet all the details. 	► Provide separate Inspection Performance sheet exclusive for repaired units.
⑪	Return the reworked inspected units to its original box no. 	► Check the Box no. indicated in the orange tag if same with the Hold tag in the "For Completion" box before completing the parts.
⑫	Remove the tags (rework tag and Hold tag) and record the details of the reworked parts in the Rework monitoring file based on removed tags. File Location: QA (\192.168.20.11) (Q:) > 15_Leaders Endorsement > REWORK MONITORING 	► Fill-in the details required in the monitoring.
⑬	<b>CONDUCT POKA YOKE SCANNING</b> 1. Conduct re-scanning on the affected boxes using Poka Yoke Scanner ( <b>COMMON MODELS</b> - Verification of inner tag versus outer tag)   	► Inner and outer tag should have same details and must be correct versus the actual parts. ► QC Sr. Leader/Leader in-charge should be the one to re-scan the labels. ► All affected boxes must undergo Poka-Yoke re-scanning.
⑭	2. Conduct re-scanning of inner tag per pack for applicable model using Poka Yoke Scanner ( <b>MODEL WITH TAG PER BUNDLE</b> )   	► Tags per bundle, Inner tag and outer tag should have same details and must be correct versus the actual parts. ► Inner tag per pack should be scanned. ► QC Sr. Leader/Leader in-charge should be the one to re-scan the labels. Note: If not available the number of tag to be scan in PokaYoke scanner request to IT.
⑮	Endorse the boxes to warehouse in-charge for proper allocation.	

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	<b>ALL MODELS</b>	<b>ALL APPLICABLE</b>			

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p><b>REWORK FLOW FOR LOT-OUT:</b></p> <p><i>Sorting and Rework of FG stocks lot-out will be conducted by production</i></p> <p><b>For LOT-OUT classification, refer to NBP-OP-0003 Rev. 7 Control of Non-Conformity and Corrective action; section 5.1.4.2.</b></p> <p>① Identify the affected model/production date to be returned to production. Production will conduct the sorting and rework with Abnormality handler/repair.</p> <p>② Put Rework Tag (orange tag) on the affected boxes.</p> <div>  <p>NO NEED TO FILL IN THIS PORTION</p> <p>IDENTIFICATION OF LOT-OUT PARTS</p> </div> <p>③ Accomplish Repair Request form and update the Transmittal Monitoring File.</p> <p>File Location: <a href="#">QA (\\192.168.20.11) (Q:) &gt; 15_Leaders Endorsement &gt; 01. MONITORING &gt; TRANSMITTAL MONITORING</a></p> <div>  </div> <p>④ Provide <b>TEMPORARY WORK INSTRUCTION</b> for the proper flow of parts and recording. <i>*Temporary Work Instruction will identify which process/es the parts will undergo after reworked and be distributed to the process-in-charge.</i></p> <p>⑤ Transfer the parts together with the Repair Request and Temporary Work Instruction to Repair (PD)</p> <p>⑥ Parts will be endorsed to next process indicated in Temporary Work Instruction until FG inspection process.</p> <p>⑦ Remove the orange rework tag and update in the Rework Monitoring for FG stocks.</p> <p>⑧ After FG inspection, lot-out boxes are subject for re-scanning using Poka Yoke Scanner. <i>Refer to <b>STEP 13</b> on rework flow for SORTING.</i></p> <p>⑨ Endorse the boxes to warehouse in-charge for proper allocation.</p>	<p>➤ Make sure that all the affected boxes have proper label.</p> <p>➤ Transmittal monitoring should be updated to monitor the movement of parts and to check that there is no skipping of process.</p> <p>➤ Temporary Work Instruction will be provided once lot-out is applied.</p> <p>➤ All affected boxes must undergo Poka-Yoke re-scanning.</p> <p>➤ Details in the rework tag must reflect in the rework monitoring.</p> <p>➤ Update the Transmittal Monitoring</p>