



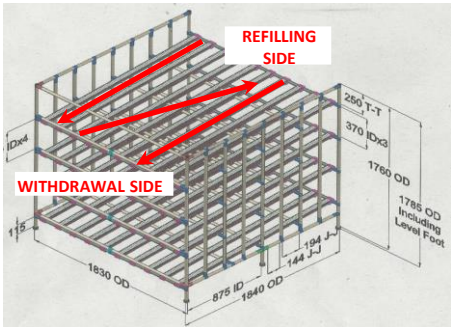




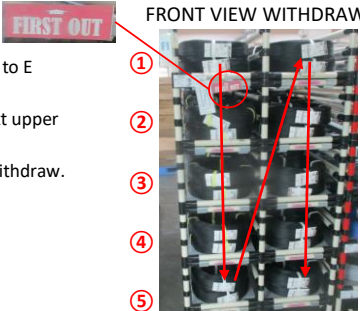
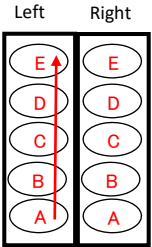
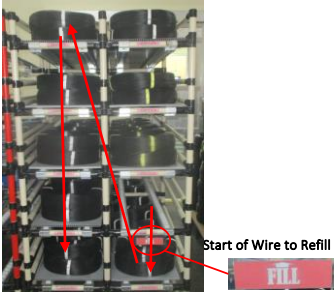





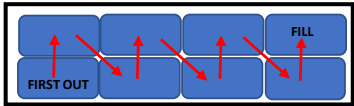
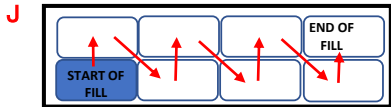
	Process Name/ Title:		Document No:		WI-WHS-RMW-002	
	FIFO (WAREHOUSE)		Effective Date:		March 12, 2025	
	WORK INSTRUCTION		Rev. No.:		9	
	Product Code/Name:	Customer Code:	Page No.: 1 of 4			
	Common	N/A				


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers						
1	Objective / Purpose This procedure is to ensure that the FIFO rule is applied in all materials in warehouse To prevent components from aging (surface oxidation, discoloration, etc.) from environmental factors.							
2	FIFO - First In First Out For Import and Local materials, arrival date is the basis of FIFO for sorting, refilling and withdrawal to storage locations. First materials to arrive are the first materials to be taken out of stock in storage locations.							
3	Indication FIRST OUT - your guide as the start of withdrawal of box/materials in storage locations FILL - your guide as the last refilled of the box/materials in the storage and pallet location MONTHLY COLOR CODING - attach to every box to easily identify the actual arrival date of the materials per month. Refer to WI-WHS-RMW-004 RED LINE TAPE/RED VELCRO TAPE - indication of division per materials to easily identify and to prevent mixing to other identical materials. IQC STAMP - refers to the quality confirmation and inspection of purchased raw materials, components or products.	<div>FIRST OUT INDICATION </div> <div>FILL INDICATION </div> <div>MONTHLY COLOR CODING </div> <div>IQC STAMP </div>						
4	HOW TO APPLY First-In, First-Out Shooter Type Rack - (Carton/Foldable box, PVC tube, etc.) A. Proper labeling is required to follow the FIFO. B. Materials must have Monthly color coding. C. Monthly color coding must be place in front of the box where it can easily check by other members to ensure that the FIFO is followed. D. FIRST OUT sign must be place in front of the racks where the box is first to be withdraw. E. FILL sign must be place at the back of the racks where the last box/materials was refilled.							
	<div>A </div> <div>B  FRONT SIDE RACK (WITHDRAWAL)</div>							
	Withdrawal: A. Withdraw from front of upper left side where the FIRST OUT was placed. After consumed one line, withdraw up to the right side line.(Drawing A and B) B. Apply Z character issuance, if same materials occupied upper and lower rack level. C. Transfer the FIRST OUT sign to the next box/materials to be withdraw.	<div>Always check the "FIRST OUT" indication if it is in the correct place before picking of materials</div>						
03/12/2025	9	Revised paragraph in page3 from "Materials Place in Pallet and in Over flow area" to "Materials Place in Pallet Fixed Location" New established Guidelines for the control of materials in overflow area (GL-WHS-RMW-005 Rev.0 Control of Materials in Overflow Area)	E.Sanchez	M. Banaban	N. Kitamura	Prepare	Check	Approve
03/14/2023	8	Additional objective/purpose. Revise photo of monthly color coding, revision of details in process in no. 4 qand 6.	E.Sanchez	M. Banaban	N. Kitamura			
09/26/2022	7	Additional instruction on how to apply FIFO sign in overflow area	E.Sanchez	M. Banaban	N. Kitamura			
06/14/2022	6	Change Document no. from WI-PUM-WHS-014 to WI-WHS-RMW-002	E.Sanchez	M. Banaban	K.Funaki			
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	05/15/2017	

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	<p>Refilling:</p> <ol style="list-style-type: none"> Refill the boxes/cases from back where the FILL sign was place. REFILLING of materials is from right side of the rack going to the left side of the racks Apply reverse Z character in refilling, if same materials occupied the upper and lower rack level. Transfer the FILL sign to the last box refilled <p>Terminal Rack</p> <p>Withdrawal:</p> <ol style="list-style-type: none"> Withdraw from Left side going to the Right side of the rack. Apply Z character issuance, if same item occupied upper and lower rack level. Transfer the FIRST OUT sign to the next box to be withdraw. <p>Refilling:</p> <ol style="list-style-type: none"> Refill the box Infront of the rack where the FILL sign was placed. Refilling is from the FILL sign going to the right side of the rack. Apply Z character in refilling, if same item occupied upper and lower rack level. Transfer the FILL sign to the last box refilled. <p>Wire Rack (AVSS / AVSSF / TVSSC)</p> <p>Withdrawal:</p> <ol style="list-style-type: none"> Withdrawal is from upper left side (Layer ①), Pile A to E going down up to Layer ②, ③, ④ and ⑤ After consume Layer 1 - 5 , proceed to withdraw next upper right side going down. Transfer the FIRST OUT sign to the next wire to be withdraw. <p>Refilling:</p> <ol style="list-style-type: none"> Refill the wire from back where the FILL sign was place. REFILLING of wire is from right side of the rack where the FILL sign was placed going up to the Left side then going down Refer to drawing F. Transfer the FILL sign to the last wire was refilled Piling of wire on racks was only 2 rolls per shooter rack 	<p>C</p>  <p>BACK SIDE RACK (REFILLING)</p> <p>D</p>  <p>E</p> <p>FRONT VIEW WITHDRAWAL</p>  <p>F</p> <p>TOP VIEW</p>  <p>BACK VIEW REFILLING</p>  <p>Always check the "FILL" indication if it is in the correct place before refilling of materials</p>

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	<p>Materials Place in Locked Storage Cabinet (Indirect Materials)</p> <p>Withdrawal:</p> <p>G</p> <p>A. Withdrawal is from left side where the FIRST OUT sign was placed going to the right side. Refer to Drawing G.</p> <p>B. Transfer the FIRST OUT sign to the next box to be withdraw. Refer to drawing G.</p> <p></p> <p>Refilling:</p> <p>H</p> <p>A. Refilling is from FILL sign going to the right side of the cabinet.</p> <p>B. Transfer the FILL sign to the last box/materials was refilled. Refer to drawing H.</p> <p></p> <p>Materials Place in Pallet Fixed Location </p> <p>Withdrawal:</p> <p>A. Withdrawal is from the FIRST OUT sign was placed in Pile A, going down to the bottom box, then proceed to the next pile B at the back.</p> <p>B. After consumed all boxes from Pile A to B, proceed to the right front side Pile C, then repeat procedure A. Refer to drawing I.</p> <p>C. Transfer the FIRST OUT sign to the next box to be withdraw.</p> <p></p> <p>TOP VIEW</p> <p></p> <p>Refilling:</p> <p>A. Refilling is from FILL sign going to the right side of the pallet.</p> <p>B. Transfer the FILL sign to the last box/materials was refilled. Refer to drawing J.</p> <p></p> <p>C. If the materials are placed more than 1 pile in pallet, put a FIRST OUT sign on top of the first piling and FILL sign on the last piling.</p> <p>D. If the materials are only 1 box or 1 pile, only FIRST OUT sign was placed on top of the materials.</p>	

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5	<p>Delay Delivery Date</p> <p>For Import and Local materials, Arrival date is the basis of FIFO for sorting, refilling and withdrawal. Disregard the manufacturing lot no. of the manufacturer. Except for materials with expiration.</p> <p>With un-expected delay delivery date of materials due to uncontrolled scenario; for example (see below)</p> <p>A. NBC Japan Ship Date 2021/05/02 - Arrive in NBP June 3, 2021</p> <p>B. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021</p> <ul style="list-style-type: none"> > Ship date of item B is newer than ship date of item A > But item A is arrive first than item B > Item A is the first to refill to storage location than item B > Item A also is the first to consume in storage location than item B 	
6	<p>Material with Expiration</p> <p>Materials with expiration like Soldering wire, Terminal (7D0349-0060), Thermelt, Blanking Oil, and Grease Refer to WI-WHS-RMW-003 Material with Expiration</p> <p>Withdrawal:</p> <p>A. Expiration date is the basis of withdrawal</p> <p>B. Arrangement and withdrawal is from the nearest expiration of the materials.</p> <p>C. Withdrawal is from left side where the FIRST OUT sign was placed going to the right side</p> <p>D. Transfer the FIRST OUT sign to the next box to be withdraw.</p> <p>Refilling:</p> <p>A. Upon receiving of materials with expiration, sorting and arrangement of materials are based on expiration date are needed.</p> <p>B. Refilling and arrangement of materials on the storage location is from the nearest expiration date.</p> <p>C. Refilling is from left side where the FILL sign was placed going to the right side</p> <p>D. Transfer the FILL sign to the last box/materials was refilled.</p> <p>If incase encountered UN-FIFO expiration date received from Supplier Refer to WI-WHS-RMW-003 Material with Expiration</p>	
7	<p>Returned materials</p> <p>Materials which were previously issued to Production and have been unused for some period of time shall be returned to Warehouse by the end-users using Transmittal Slip.</p> <p>A. Receive materials from end-user</p> <p>B. Returned materials from production and other departments have proper label with part no. and quantity.</p> <p>C. Check the materials if still in proper condition.</p> <p>D. If found abnormality on the materials, return the materials to production for proper identification and labeling.</p> <p>E. If the materials is in good condition, accept the materials and return to storage location. It will be located to FIRST OUT location and consume first when next withdrawal.</p> <p>F. If the materials was already obsolete, coordinate Purchasing team for the disposition.</p> <p>G. Encode Transmittal slip in the inventory monitoring for documentation.</p>	