


	Process Name/ Title:		Document No:	WI-PUM-WHS-013	
	<b>DROPPED PARTS</b>		Effective Date:	<b>August 2, 2021</b>	
	<b>WORK INSTRUCTION</b>		Rev. No.:	<b>1</b>	
	Product Code/Name: <b>Common</b>	Customer Code: <b>N/A</b>	Page No.:	<b>Page 1 of 1</b>	

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p><b>Dropped Parts</b></p> <p>Warehouseman encountered dropped parts, raw materials, WIP and FG during :</p> <ul style="list-style-type: none"> <li>* Receiving of materials, accidentally fell down, dropped</li> <li>* Refilling of materials in storage locations</li> <li>* Materials preparation and issuance to production</li> <li>* CNC WIP preparation and issuance to production</li> <li>* While walking, saw dropped parts and picked up on the floor.</li> </ul>	Careful handling of parts to prevent accident
2	<p><b>Stop, Call, and Wait</b></p> <ul style="list-style-type: none"> <li>* Stop the operation</li> <li>* Report immediately to Warehouse-In-charged/Leader</li> <li>* Wait for the advise of Warehouse-In-charged/Leader</li> </ul>	
3	<p>Warehouse-In-charge/Leader shall check the condition and identification of the dropped parts, materials, or products.</p> <ul style="list-style-type: none"> <li>* If OK to use, free from damage and in good condition - endorse the parts to warehouseman for proper storage</li> <li>* If not OK (NG) - attach Defect Tag on the affected parts and prepare disposal form for proper disposal of materials Refer to (F-WHS-005) for the application form for disposal/scrap</li> <li>* Record the issue to the Drop Parts Monitoring Logbook</li> <li>* Report the issue to Purchasing/Warehouse Manager</li> </ul> <div data-bbox="496 922 772 1077" data-label="Image"> </div> <p><b>Defect Tag</b></p> <ul style="list-style-type: none"> <li>* If Warehouse-In-charge/Leader cannot judge the materials/parts - endorse and request to Q.C. team for the re-inspection, and proper identification of the materials/parts and wait for the completion of material inspection</li> <li>* If OK to use - endorse the parts to warehouseman for proper storage</li> <li>* If not OK (NG) - QC will make report/justification regarding NG of parts</li> <li>* Attach Defect Tag on the affected parts and prepare disposal form for proper disposal of materials</li> <li>* Record the issue to the Dropped Parts Monitoring Logbook</li> <li>* Report the issue to Purchasing/Warehouse Manager</li> </ul>	
4	<p>Warehouse- In-charged/Leader will check the quantity of the affected NG materials and confirm the stock level of materials</p> <ul style="list-style-type: none"> <li>* If the affected raw materials are not in critical stock level, continue the operation</li> <li>* If the affected materials are in critical stock level, inform Purchasing Staff and Purchasing/Warehouse Manager if needed to purchase the affected materials</li> <li>* Purchasing Staff will advise next delivery schedule of the materials</li> <li>* If the affected materials are CNC WIP, check the stock level in storage location</li> <li>* If the WIP are not in critical stock level, continue the operation</li> <li>* If the WIP are in critical stocks, coordinate and forward the Triangle Kanban to Planning Team for the replenishment and printing of tag label</li> <li>* After coordinating and printing of tag label, forward the triangle kanban to CNC production leader for the replenishment of the affected WIP</li> </ul>	

						Prepare	Check	Approve
08/02/2021	1	Re-construct the procedure Change Document Control number from WI-PLN-WHS-008 to WI-PUM-WHS-013	E. Sanchez	N. De Villa	N. De Villa			
05/15/2017	0	Initial issue.	R. Arcangel	R. Casañas	K. Funaki	E. Sanchez	N. De Villa	N. De Villa
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	05/15/2017	