


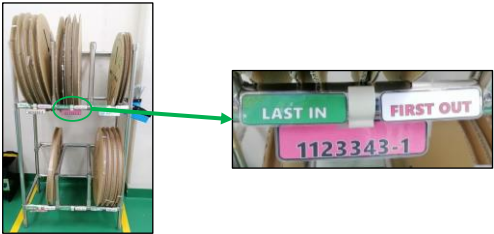

	Process Name/ Title:		Document No:	WI-PRO-CNC-058		
	Cut and Crimp		Effective Date:	December 19, 2024		
	Request, Receive, Issuance and FIFO for Raw Materials		Rev. No.:	3	Page No.:	1 of 2
	WORK INSTRUCTION					
Product Code/Name:		Customer Code:				
All		All				

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>A. Raw Materials Request</p> <p>1. Request parts from warehouse.</p> <p>Shopping Time: DS : 08:20am and 02:10pm NS : 08:20pm ans 02:10am</p> <p>2. Put the Kanban Request to kanban holder.</p> <div></div> <p>Delivery Time: After preparing the parts.</p> <p>B. Receiving of Raw Materials</p> <p>1. Before receiving of parts, Check Kanban Request vs. Actual parts delivered.</p> <ul style="list-style-type: none">* If not tally base on kanban request return the kanban to warehouse.* If ok receive the parts <p>1.1.1 Scan the delivered parts from warehouse.</p> <div></div> <p>2. After scanning and checking, warehouse man will distribute the parts per location.</p> <p>Note : Follow FIFO (First in- First out), Refer FIFO base on the standard lot no of raw materials.</p> <p>Sample : WIRE RACK</p> <div></div> <p>TERMINAL RACK</p> <div></div> <p>Note: Always check if the part have kanban, If No Kanban report to Line Leader Kanban Request should be clip in the actual parts. Removal of Kanban Request during set up. Refer to WI-PRO-CNC-071.</p> <p>2.1.1 Line Leader will request kanban to warehouse.</p> <p>3. If raw materials consumed, pull out kanban request and put in kanban holder.</p> <p>Note: If No plan, no need to request for the parts</p> <p>4. Warehouse get the kanban request base on shopping time.</p> <p>C. Issuance of Raw Materials</p> <p>1. Once the raw materials is consume Scanner will scan the label as issue.</p>	<p>Operator</p> <p>Scanner Operator</p> <p>Refer to GL-WHS-RMW-003</p> <p>Operator Scanner</p> <p>Senior Line Leader / Line Leader</p>

Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	September 21, 2019
12/19/2024	3	Change shopping time	M. Lipapao/ W. Bergado	C. Calayan	W. Carbillon		
01/04/2024	2	Kanban Request should clip in the actual parts and remove kanban request during set up.	W. Bergado	C. Calayan	W. Carbillon	M. Lipapao/ W. Bergado	
06/06/2023	1	Include guidelines of WHSE base on the declaration of Lot. No. and add details for the treatment of loose parts	W. Bergado	W. Carbillon	O. Merin		

CONFIDENTIAL: Any misuse or misappropriation, including unauthorized copying, reproduction in any form, disclosure or publishing of this document or any information herein is strictly prohibited.

NBC (Philippines)
MASTER COPY

DCC Stamp

