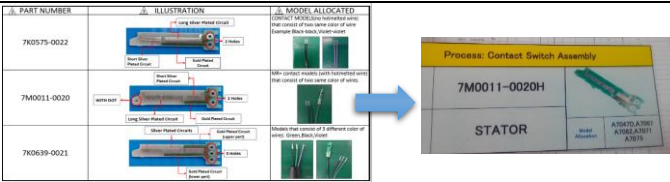




	Process Name/ Title:		Document No:		WI-PRO-COS-015	
	CONTACT SWITCH ASSEMBLY/ STATOR ISSUANCE		Effective Date:		November 17, 2023	
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No.	Description	Illustration	Records/Remarks/ Quality Pointers
A. PARTS VERIFICATION DURING KITTING			
1	Check if Stator to be used on specific model is tally with guidelines (GL-PRO-COS-002) vs. kanban card.		Expiration of stator: 5 months after opening
2	Check if kanban card is tally with stator pack label. Note: Ensure first-in first-out (FIFO).		

B. STATOR PREPARATION (RECEIVING AND ISSUANCE)			
COMMON STATOR: 7K0575-0022			
1	Put received stator to storage box. Follow the sequence of box to refill; box no. 1 first followed by the succeeding boxes no. 2 to 6.  Note: Max. of 10 aluminum pack per box.		
2	Attach label "first out" to the box for issue to line / first stator received and "last in" to last stator received.  There must be label attached "old lot" for lot ongoing use in line or first lot number received and "new lot" for last received stator lot for proper identification.		
3	Get stator pack starting from box no. 1 (up to box no. 6). Carefully open the pack using scissor. Fill out data parts and attached to vacuum pack for issue in line.		
4	After getting the stator pack for issue to line, put the "first out" label to the next box (ex: from box no. 1 to box no. 2).		

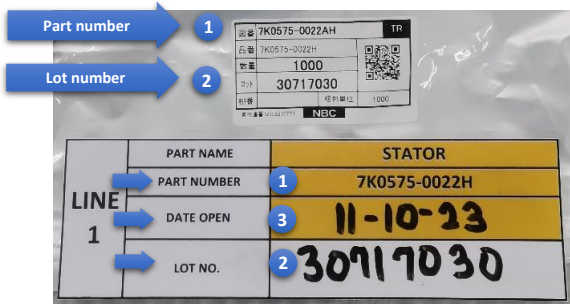


3 HOLES: 7K0639-0021 / WITH DOT: 7M0011-0020 STATOR			
1	Put received stator pack to storage box. Attach label "first out" to first stator received and "last in" to last stator received.  There must be label attached "old lot" for lot ongoing use in line or first lot number received and "new lot" for last received stator lot for proper identification.		<b>3HOLES (7K0630/0021):</b> Max. 3 aluminum pack per division.  <b>WITH DOT (7M0011-0020):</b> Max. 2 aluminum pack per division.

Nov. 17, 2023	5	General revision of procedure	L.Famodulan	A.Ayop	O.Merin	Prepare	Check	Approve
June 1, 2022	4	Removal of clip tag and visual board change into white container and parts data label	M.Marquez	C.Lalican	O.Merin			
July 13, 2021	3	Revise rule of stator expiration.	A.Ayop	D.Cornero	O.Merin			
Apr. 26, 2019	2	ID tag and visual board inclusion for proper visualization.	M. Demiden	O. Merin	O. Merin			
Eff. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. Date:	05/27/2017	

	Process Name/ Title:		Document No:		WI-PRO-COS-015	
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	ALL		ALL			

No.	Work Procedure/ Illustration		Records/Remarks/ Quality Pointers
2	Get stator pack starting from box no. 1 (up to box no. 6). Carefully open the pack using scissor. Fill out data parts and attached to vacuum pack for issue in line.		
3	After getting the stator pack for issue to line, put the "first out" label to the next partition (ex: from 1st partition to the next partition).		

### C. STATOR LINE ISSUANCE

1	Get stator from storage box following the proper sequence of boxes and FIFO of parts then issue to line.		Ensure that parts data label must be the same with the pack label.
2	Upon issuance of stator to line, put the parts data label in designated location in line.		
3	Open the zip lock and pour it into the mesh basket slowly and carefully.  Note: Ensure that mesh basket is clean. Empty vacuum pack must be kept for 3 days until all stator is consumed.		Avoid dropped stator. Dropped stator considered as "NG" and endorse to Leader immediately.

### PROPER STORING OF LOOSE / EXCESS STATOR

<b>Change model and long holiday</b> <ul style="list-style-type: none"> <li>Return to vacuum pack with loose parts label.</li> <li>Put silica gel inside the vacuum pack.</li> <li>Return to storage box.</li> </ul>		Ensure that the data label is included in designated vacuum.
<b>End of production</b> <ul style="list-style-type: none"> <li>Return to vacuum pack with silica gel.</li> <li>Put inside the container in line.</li> </ul> <p><i>This will be used upon resumption of lie ( for 1 day no work only).</i></p>		Data on the identification tag must match the actual stator inside the box.