No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers

Operating rules when having 2 types of hotmelt lot

① Separate the trays by lot in the upper and lower row.
Ex.: Place only lot A to the upper row
　　 Place only lot B to the lower row

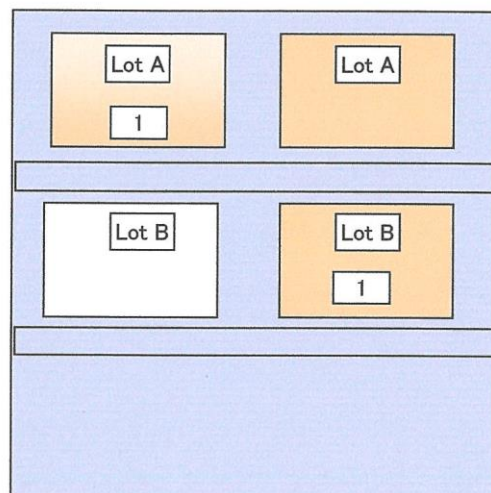② Follow standard picking in order from left to right upon using

③ In the Container:
· Date Opened
· Lot. No. of Material
· Bag No.
· Expiration Date
· Write the designated line that will use the lot.

③ Put the (1) label to the lot container for current usage.

④ If the container with the (1) label will become empty, transfer the (1) label to the right side container next to it and use it as next.

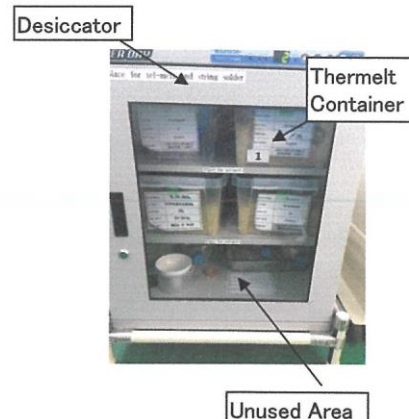⑤ Refill the emptied container with the thermelt from the baked/dried thermelt.

Usage Rules

① When refilling thermelt to the line, take out the container with label (1) from the desiccator immediately, and close it also immediately.

② After refilling the Petbottle with the thermelt from the container taken from the desiccator, return it immediately.

③ After confirming that the door of the desiccator was already closed, return to the line and set-up the refilled petbottle in the machine and resume the operation.

Important Points

· Since the thermelt can easily absorb moist which is not good to the materials, upon opening the door, do it quickly and close it immediately after getting the container of the thermelt. Do not leave it open.the door of the desiccator immediately. Do not refill the baked thermelt to the container with label (1) which still has thermelt for current usage.

			Prepared	Checked	Approved
			A.Yocor	O.Merin	T.Sugiyama
-	PDWI161111-066	NA	Previously established Work Instuction from NBC Japan (for history purpose only)	Tanabe	-	Sugiyama			
Eff./Rev. Date	Doc/DRCN No.	Rev. No.(if applicable)	Details of change	Revise	Check	Approve	Est. date:	07/01/2017	

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers

Operating rules when using 1type of Thermelt

①Use both the upper and lower row.

②Use the container by order from left to right of the upper row, then next to use is the lower row from left to right. After the priority 4 was already consumed, put the label indication 「1」 to the priority 1 again (upper row left container).
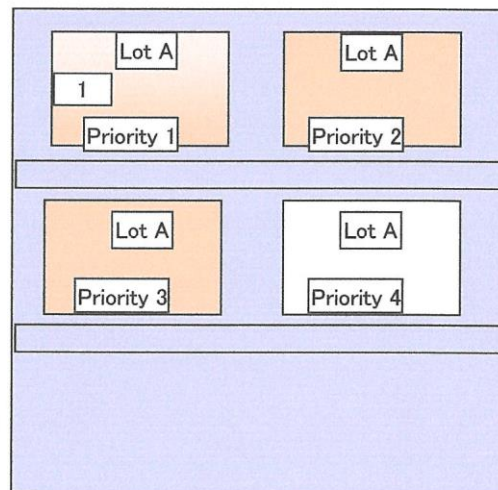
③In the Container:
- Date Opened
- Lot. No. of Material
- Bag No.
- Expiration Date
- Write the designated line that will use the lot.

③Put the (1) label to the lot container for current usage.

④ If the current container of materials with the label 「1」 become empty, put the label to the next priority number in order.

⑤Refill the emptied container with the thermelt from the baked/dried thermelt.

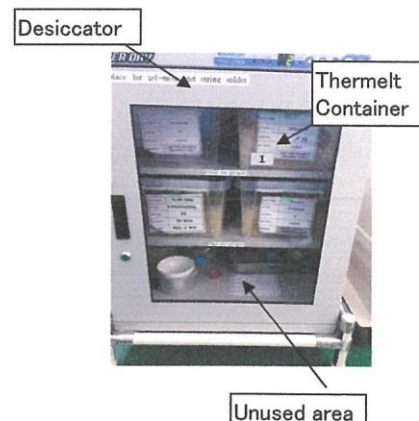| Lot A 1	Lot A
Priority 1	Priority 2
Lot A	Lot A
Priority 3	Priority 4

Usage Rules

①When refilling thermelt to the line, take out the container with label (1) from the desiccator immediately, and close it also immediately.

②After refilling the Petbottle with the thermelt from the container taken from the desiccator, return it immediately.

③After confirming that the door of the desiccator was already closed, return to the line and set-up the refilled petbottle in the machine and resume the operation.

Desiccator — Thermelt Container — Unused area

Important Points

- Since the thermelt can easily absorb moist which is not good to the materials, upon opening the door, do it quickly and close it immediately after getting the container of the thermelt. Do not leave it open.the door of the desiccator immediately. Do not refill the baked thermelt to the container with label (1) which still has thermelt for current usage.