












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|---|------------------------|--|--------------------|--|------------------------------|--|
|  | Process Name/ Title: | | Document No: | | WI-QAD-QAC-029 | |
| | QC INCOMING INSPECTION | | Effective Date: | | April 15, 2025 | |
| | WORK INSTRUCTION | | Product Code/Name: | | Customer Code: | |
| | ALL APPLICABLE | | ALL APPLICABLE | | Rev. No.: 9 Page No.: 1 of 2 | |

| No. | Work Procedure/ Illustration | Records/Remarks/ Quality Pointers |
|-----|--|---|
| ① | Get/Ask for the copy of Supplier's Packing List from warehouse  <p><i>Reference for the list of materials need to inspect</i></p> <p>** Packing list can also refer as Delivery Receipt or Invoice **</p> | Incoming Inspection must be conducted; If from overseas - within 5 days from the date when the materials are transmitted by warehouse to QC If from local Supplier - within 2 days from the date when the materials are transmitted by warehouse to QC Transmittal form is to be used in transaction: F-WHS-007 (WHE Transmittal Form) |
| ② | Get the material for inspection    <p>Parts to be inspected are labeled as "FOR QC INSPECTION"</p> <p>Carefully handle the parts to avoid dropping, damage and any defect.</p> <p>Use the moving table in getting the parts</p> | Use Moving table in getting the parts for inspection Ensure that the reference checksheet is align with the material. All labels in the packaging must have no discrepancy with the actual parts. |
| ③ | Check the material condition <div style="display: flex; justify-content: space-around;"> <div> VISUAL INSPECTION  <p>** Use magnifying lamp for for visual inspection of small parts. **</p> </div> <div> DIMENSIONAL INSPECTION  <p>** Refer to incoming Inspection Checksheet if required**</p> </div> </div> | Refer Incoming Inspection checksheet for the checkpoints. For the Mode of Inspection/ Sampling Size, refer to Visual Reference for Incoming Inspection Sampling size (VR-QAD-QAC-001). If found abnormality or encountered defect, inform leader/senior leader/ASV/SV up to manager immediately. For defect verification; refer to NBP-OP-003 Appendix 1 (Non-conformity on Material Flow chart). If the material has an assured lot label or correction label from the supplier, conduct a tightened inspection for 3 consecutive shipments. Also for raw material defect. Applicable only if the issue has direct impact or effect on the material and its usage. If the received material has special label seek advice to superior what to put in the "REMARKS" on checksheet. If encountered errors in recording data, report to leaders. Leaders will assess proper correction and do rewriting as necessary. Flip the Visual Tool (Flag) as indication of current process ; refer to GL-QAD-QAC-017 for the color identification. Put the date and PIC (Inspector's name) on the cone after inspection. Refer to table in page 2 for the different condition for the number of sampling to be conducted per material |
| ④ | Record the result of inspection at Incoming Inspection checksheet   <p>After inspection, put the cone on top of the parts labeled as "FINISHED INSPECTION"</p> | |


| Eff./Rev. Date | Rev. No. | Details of change | Revise | Check | Approve | Est. date: |
|----------------|----------|--|--------------|--------------|-----------|--|
| 4/15/2025 | 9 | Additional remarks regarding encountered label from supplier; Change basis if sampling from per pallet allocation to base on quantity declared Packing list. | S. Malabuyoc | D. Dadulla | R. Pascua | Prepare:  Check:  Approve:  |
| 5/6/2024 | 8 | Additional Remarks regarding errors in recording of data. | M. Garcia | R. Pascua | O. Merin | |
| 9/12/2023 | 7 | Specify the instruction regarding the information flow of abnormality found and Add remarks for Visual Tool (Flag) | M. Garcia | D. Dadulla | R. Pascua | |
| 07/14/2022 | 6 | Include the use of cone, moving table and magnifying lamp in inspection. | D. Dadulla | R. Alcantara | A. Arañes | |
| | | | Revise | Check | Approve | June 07, 2017 |





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| No. | Work Procedure/ Illustration | Records/Remarks/ Quality Pointers |
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| ⑤ | Stamping the label and the Packing List <div>     <div> FUJIKURA: Including stamping on bobbin on pacakging. Stamp on paper then attached on the bobbin </div> </div> | <ul style="list-style-type: none"> ▶ Stamping of labels will be based on the Incoming Checksheet ▶ Return the materials to location with proper packaging. ▶ Put stamp on the Packing List or Supplier's invoice after all inspection of all the materials ▶ Put stamp on the Packing List or Supplier's invoice after all inspection of all the materials |

NUMBER OF SAMPLING PER MATERIAL

| MATERIAL | SUPPLIER | BASIS OF SAMPLING PER SHIPMENT |
|-------------------------------|-------------|---|
| Wire | Fujikura | Sampling is based on declared quantity per color on packing list / delivery receipt |
| | IEWP | |
| | Taisei | |
| | NBC Japan | |
| Terminal | NBC Japan | Sampling is based on declared quantity on packing list |
| Vinyl Tube | Delfingen | no. of sampling is per material diameter |
| Sunprene Tube | NBC Japan | Sampling is based on declared quantity on packing list |
| Corrugated Tube | Delfingen | no. of sampling is per material diameter on packing list |
| Slider (CSW) | NBC Japan | Sampling is based on declared quantity on packing list |
| Holder | NBC Japan | Sampling is based on declared quantity on packing list |
| Stator | NBC Japan | Sampling is based on declared quantity on packing list |
| Contact | NBC Japan | Sampling is based on declared quantity on packing list |
| PCB | NBC Japan | Sampling is based on declared quantity on packing list |
| Spring | NBC Japan | Sampling is based on declared quantity on packing list |
| Push Nut | NBC Japan | Sampling is based on declared quantity on packing list |
| Wire Seal | NBC Japan | Sampling is based on declared quantity on packing list |
| Sponge / Urethane /EPT Sealer | INOAC | once per shipment |
| | PAPTI | |
| Soldering Wire | NBC Japan | Sampling is based on declared quantity on packing list |
| Grease | NBC Japan | Sampling is based on declared quantity on packing list |
| Magnet | Shinetsu | no. of sampling is based per shipment |
| Thermelt | NBC Japan | Sampling is based on declared quantity on packing list |
| QR Code Label | NBC Japan | Sampling is based on declared quantity on packing list |
| Connector | NBC Japan | Sampling is based on declared quantity on packing list |
| | TRP | no. of sampling is based per shipment |
| Clamp | NBC Japan | Sampling is based on declared quantity on packing list |
| Tesa tape | NBC Japan | Sampling is based on declared quantity on packing list |
| Vinyl Tape | Nitto Denko | no. of sampling is per tape color |
| Slider (MR) | NBC Japan | Sampling is based on declared quantity on packing list |
| Housing (MR) | NBC Japan | Sampling is based on declared quantity on packing list |
| Plate | NBC Japan | Sampling is based on declared quantity on packing list |

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