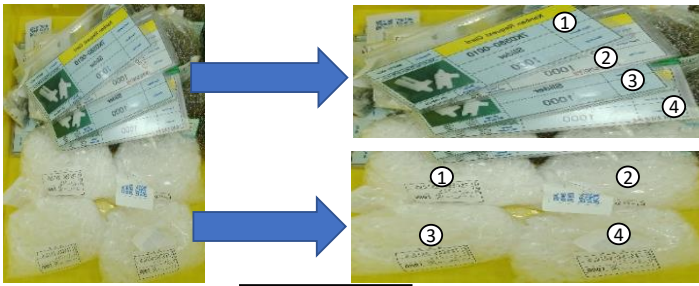
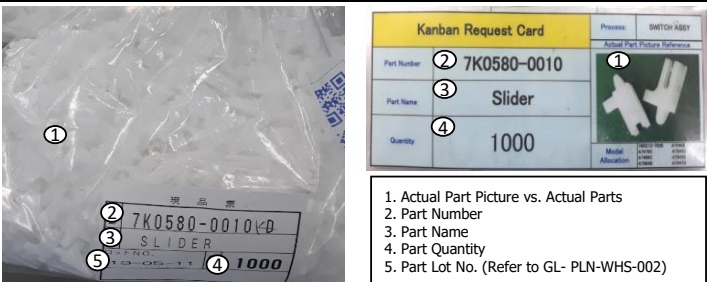
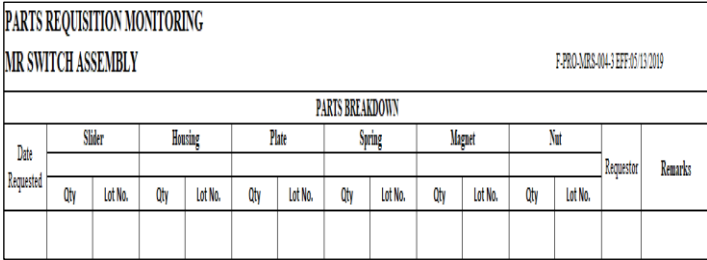
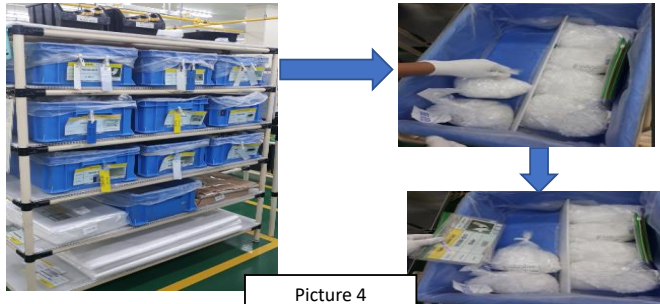

	Process Name/ Title:		Document No:	WI-PRO-MRS-017	
	MR Switch Assembly Parts Receiving		Effective Date:	September 7, 2019	
	WORK INSTRUCTION		Rev. No.:	0	
Product Code/Name:	Customer Code:	Rev. No.:	0	Page No.:	Page 1 of 1

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p>Check the quantity of Kanban Card vs. actual qty of the item if tally. Refer to Picture 1</p>  <p>Picture 1</p>	<p>Always wear gloves</p> <p>Check all the items in the box if tally: Actual Quantity vs. Kanban Card</p>
2	<p>Check Kanban details vs. actual parts details. Refer to Picture 2</p>  <p>Picture 2</p>	<p>Always compare the Kanban Card and actual label</p>
3	<p>Record the Date Requested, Qty, Lot no. and Requestor. (F-PRO-MRS-004-3 EFF: 05/13/2019) Refer to Picture 3</p>  <p>Picture 3</p>	<p>Record the qty and lot no. on the specific part name.</p> <p>Shuttle Time: 9:40 - 10: 00 AM 15:00 - 15:30 PM</p>
4	<p>Put received parts in the Parts Rack (specified box container for each item) and Kanban Card. Refer to Picture 4</p>  <p>Picture 4</p>	<p>Each blue box have specified parts name (Kanban Card)</p> <p>No. of actual quantity should be tallied on the Kanban Card</p> <p>If incase the last out portion still have item/s move to the end portion of first out</p>
5	<p>Put the label Last Out. Refer to Picture 5</p>  <p>Picture 5</p>	<p>Always put label</p>

Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Prepare	Check	Approve
						C. Lujala	D. Comero	O. Merin
						Est. date:	09/07/2019	