


	Process Name/ Title:		Document No:		WI-WHS-RMW-007	
	Temperature Humidity Control					
	WORK INSTRUCTION		Effective Date:		July 07, 2022	
	Product Code/Name: Common	Customer Code: N/A	Rev. No.: 6	Page No.: Page 1 of 1		

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1 	Purpose This work instruction is to ensure that Temperature and Humidity in Warehouse storage are regularly checked and monitored by recording the reading from the Thermohygrometer placed in the storage locations and determine any abnormalities that may affect the quality of terminal.	
2 	Checking, Recording, and Monitoring A. Terminal raw materials shall be stored in the warehouse storage locations. a1. Terminal Storage Location checking, recording and monitoring of Temperature and Humidity shall be done 2 times per shift schedule with the aid of Thermohygrometer using Temperature and Humidity Graph checksheet. a2. The average temperature shall range from 20°C minimum and 35°C at maximum. a3. The average humidity range shall be 45% minimum and 85% at maximum. Note: If encountered below minimum or above maximum range for both Temperature and Humidity Person in charge shall be reported to Supervisor/Leader. (STOP, CALL ,WAIT) <div style="text-align: center;">  </div> <p>Thermohygrometer</p> <p style="text-align: right;">Temperature</p> <p style="text-align: right;">Humidity</p> B. Monitoring of Temperature and Humidity in storage locations are important to prevent moist in terminals. Moist can cause discoloration of terminals. C. In charge for updating the checksheet : Day shift = Warehouseman picker Night shift = Warehouseman picker Holiday / No work schedule = Roving Guard on duty Checked by = Warehouse staff / In charge Plotting of graph = Warehouse staff / In charge Note: On Holiday/Non-working day if guard on-duty encountered below minimum or above maximum range for both Temperature and Humidity, he/she shall report any abnormalities to Warehouse Supervisor for proper countermeasure. D. Temperature Humidity Graph checksheet is used to record and monitor the temperature and humidity visually, and to monitor the fluctuation of humidity or temperature in storage locations. Note: When plotting an information in the graph, must be used Black Ball pen for Temperature and Blue Ball pen for Humidity. E. Re-orientation on this work instruction shall be conducted every January and July of the year. F. Refer to (F-WHS-018) for the forms of Temperature Humidity Checksheet.	Refer to: WI-WHS-RMW-001 Flow Chart of Dealing Defect of Warehouse Process

Eff./Rev. Date	Rev. No	Details of change	Revise	Check	Approve	Est. date:
07/07/2022	6	Change document control number from WI-PUM-WHS-012 to WI-WHS-RMW-007	E. Sanchez	M. Banaban	K. Funaki	
07/21/2021	5	Revise item no. 2 from Terminal storage to Checking, Recording, and Monitoring Add frequency of re-orientation on checksheet	E. Sanchez	N. De Villa	N. De Villa	
05/19/2021	4	Remove photo of checksheet and replace control number of forms Change details and control number from WI-PLN-WHS-019 to WI-PUM-WHS-012. Update photo of Temperature and Humidity Graph Checksheet	E. Sanchez	N. De Villa	N. De Villa	
05/28/2019	3	Revision of maximum humidity from 90% to 85%	E. Sanchez	R. Arcangel	N. De Villa	
05/24/2019	2	Remove the thermelt material	E. Sanchez	R. Arcangel	N. De Villa	
04/10/2018	0	Initial issue.	R. Arcangel	K. Funaki	K. Funaki	
						04/10/2018