



Process Name/Title:

**Ordering of Consumables**

Document No:

**WI-PRO-SHM-042****WORK INSTRUCTION**

Effective Date:

**April 01, 2023**

Product Code/Name:

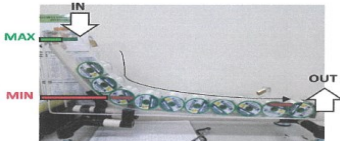

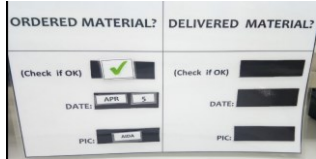

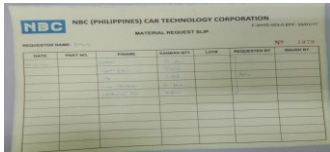
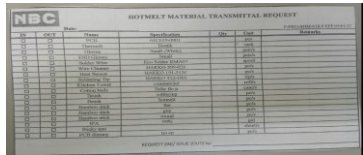


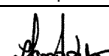
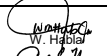
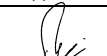
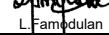


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Customer Code:

**All**Rev.No.: **1**

Page No.:

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No.	Work Procedure / Illustration						Records/Remarks/ Quality Pointers																																																		
	ACTIVITY		PHOTOS/DOCUMENTS		PIC																																																				
1	Check stocks of consumables if already at minimum.		<div>Table 1-1: List of consumables</div> <table><thead><tr><th>Name</th><th>Specification</th><th>Minimum Stock</th><th>Unit</th></tr></thead><tbody><tr><td>Gloves</td><td>ESD, Gray, Small</td><td>20</td><td>pairs</td></tr><tr><td>Gloves</td><td>White, Small</td><td>20</td><td>pairs</td></tr><tr><td>Heat Sensor</td><td>HAKKO 191-212C</td><td>100</td><td>pcs</td></tr><tr><td>Soldering Tip</td><td>HAKKO T12-D16</td><td>20</td><td>tips</td></tr><tr><td>Wire Cleaner</td><td>HAKKO 599-029</td><td>20</td><td>pcs</td></tr><tr><td>Bamboo stick</td><td>flat type</td><td>400</td><td>pcs</td></tr><tr><td>IPA</td><td>99% alcohol</td><td>1</td><td>gal</td></tr><tr><td>Kitchen towel</td><td>commercial</td><td>2</td><td>rolls</td></tr><tr><td>Cotton buds</td><td>commercial</td><td>6</td><td>cases</td></tr><tr><td>Soldering brush</td><td>commercial</td><td>20</td><td>pcs</td></tr><tr><td>Hotmelt brush</td><td>commercial</td><td>2</td><td>pcs</td></tr></tbody></table> <div></div>		Name	Specification	Minimum Stock	Unit	Gloves	ESD, Gray, Small	20	pairs	Gloves	White, Small	20	pairs	Heat Sensor	HAKKO 191-212C	100	pcs	Soldering Tip	HAKKO T12-D16	20	tips	Wire Cleaner	HAKKO 599-029	20	pcs	Bamboo stick	flat type	400	pcs	IPA	99% alcohol	1	gal	Kitchen towel	commercial	2	rolls	Cotton buds	commercial	6	cases	Soldering brush	commercial	20	pcs	Hotmelt brush	commercial	2	pcs	Production Leader				
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2	Order required qty of consumables using "Material Request Slip" to WH.		<div></div> <div></div>		Production Leader		Make sure to fill-in card for easy visualization.																																																		
3	Receive the ordered quantity with the "Material Request Slip" yellow copy.		<div></div> <div></div>		Production Leader		1 Fill up F-WHS-003 Material Request Slip																																																		
4	Input quantity at Hotmelt Material Transmittal Request.		<div></div> <div></div> <div></div>		Production Leader		1 Fill up F-PRO-SHM-018 Hotmelt material transmittal request F-PRO-COM-027 Consumables Daily Monitoring																																																		
	Put materials in the cabinet for safekeeping.				Production Leader		1 Refer to WI-PRO-SHM-011 (FIFO CONSUMABLES) for the FIFO																																																		
							Prepare	Check	Approve																																																
04/01/2023 1 Include Document No. for reference purpose L.Famodulan W. Habla O. Merin																																																									
04/05/2018 0 Initial issue. M. Demiden O. Merin O. Merin																																																									
Eff./Rev. Date	Rev. No	Details of change			Revise	Check	Approve	Est. date:	April 5, 2018																																																

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