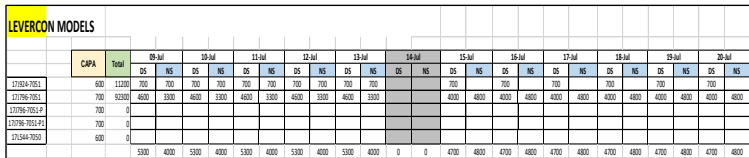


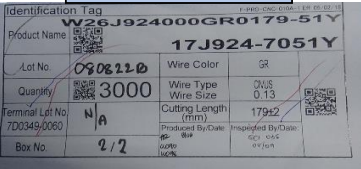


	Process Name/ Title:		Document No:	WI-PRO-COM-025	
	Production Material Handling		Effective Date:	August 30, 2024	
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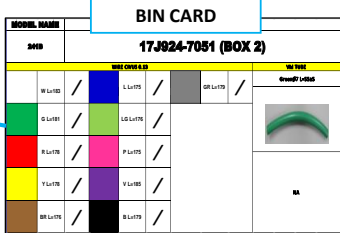
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
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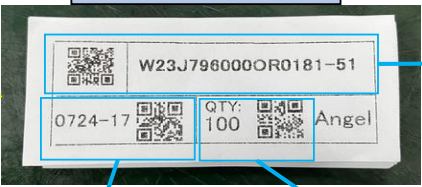
**A. CNC parts kitting in Warehouse (LEVERCON)**

1	<p>Check daily plan then request ID tag to Leader.</p> 	<p>1. Make sure to check all planned models and its quantity.</p>
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2	<p>Get the needed parts to CNC line then move to CNC parts warehouse.</p> <div style="display: flex; align-items: center;">   <div style="margin-left: 20px;"> <p><b>SAMPLE CNC TAG</b></p>  <p><b>PRODUCT NAME CODE DETAILS</b></p> <p><b>W 26 J924 000 GR 0179 -51Y</b></p> <ul style="list-style-type: none"> <li>W: THE LENGTH OF WIRE</li> <li>26: COLOR OF WIRE (GR = GRAY)</li> <li>J924: NO. TO COMPLETE THE CODE</li> <li>000: THE PRODUCT NO. OR MODEL</li> <li>GR: IS THE NO. OF WIRE COMBINATION</li> <li>0179: STANDS FOR WIRE</li> <li>51Y: STANDS FOR WIRE</li> </ul> </div> </div>	<p>1. Getting of parts must be in FIFO order based on lot number.</p> <p>2. Always conduct checking of CNC ID tag.</p> <p>3. Make sure CNC parts was already inspected by QC inspector.</p> <p>4. Follow maximum limit of box in the skateboard, 8 boxes.</p> <p>5. Follow safety guidelines on using of NBP skateboards. (Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</p>
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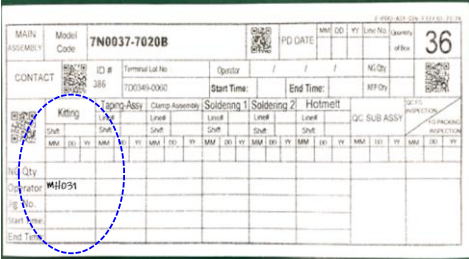

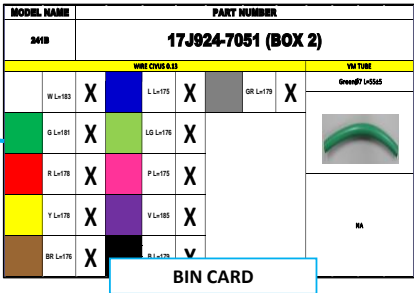
3	<p>Scan CNC tag to receive then put black mark in the ID tag as reference that it was already scan. Refer to WI-PRO-COM-026 for the scanning procedure.</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p><b>SCANNED MARK (KITTING ALREADY SCAN)</b></p>  </div> </div>	<p>1. Make sure that declared location was correct.</p> <p>2. Conduct double checking of ID tag versus scanned ID number appearing in the monitor.</p>
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4	<p>Check parts if already complete using bin card, put check upon verifying actual versus ID tag.</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p><b>BIN CARD</b></p>  </div> </div>	<p>1. Check properly ID tag content and actual parts.</p>
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5	<p>Put QR code in every bundle of the wires</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p><b>SAMPLE CNC QR CODE</b></p>  <p><b>Product Name Code</b></p> <p><b>Lot No</b></p> <p><b>Quantity per tray</b></p> </div> </div>	<p>1. No missing QR code</p> <p>2. No wrong QR code</p> <p>3. No double QR code per tray</p> <p>4. Always check QR code content (wire color) if tally to actual parts inside the box.</p>
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Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:
08/30/2024	1	Update process flow of material handler.	C.Recto	C.Calayan	W.Carbillon	May 08, 2023
05/08/2024	0	New Work I of Production Material Handling	C. Javier	M.Cruzat	O. Merin	

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	Product Code/Name:	Customer Code:				
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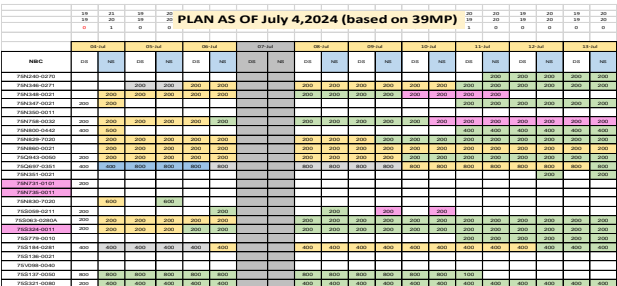
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
6	<p>Put empty boxes on the kitted parts rack then put wires (BOX 1) with QR code in the boxes, three set per color.</p>  	<ol style="list-style-type: none"> <li>1.No foreign material inside the box.(Refer:GL-PRO-COM-004 Guidelines for box usage, storage and stocking)</li> <li>2.No wrong set of wire</li> <li>3.No lacking set of wires</li> <li>4.Make sure wires are for <b>BOX 1</b></li> <li>5.No wires outside the tray</li> <li>6.Trays must be properly set inside the box</li> </ol>
7	<p>Put empty boxes on the kitted parts rack then put wires (BOX 2) with QR code in the boxes, three set per color.</p>  	<ol style="list-style-type: none"> <li>1.No wrong set of wire</li> <li>2.No lacking set of wires</li> <li>3.Make sure wires are for <b>BOX 2</b>.</li> <li>4.No wires outside the tray</li> <li>5.Trays must be properly set inside the box</li> </ol>
8	<p>Put QR code to sunprene tubes then add in the boxes with wires, BOX 1 only.</p>  	<ol style="list-style-type: none"> <li>1. No missing QR code</li> <li>2. No wrong QR code</li> <li>3.No double QR code per plastic</li> <li>4.No wrong set of sunprene tube</li> <li>5.No lacking set of sunprene tube</li> <li>6.Make sure to put the sunprene tube to BOX 1 only</li> </ol>
9	<p>Get the ID tag then write operator's code.</p>  	<ol style="list-style-type: none"> <li>1.No wrong ID tag</li> <li>2.No missing operator's code</li> </ol>
10	<p>Put ID tag (3 ID tag) in the box in FIFO order, on BOX 1 only, then get CNC tag to recheck used parts using bin card by crossing out the checked item before kitting process.</p>  	<ol style="list-style-type: none"> <li>1.No wrong ID tag</li> <li>2.No missing operator's code</li> <li>3.Make sure to always follow FIFO order.</li> <li>4.All parts was completely set.</li> </ol>

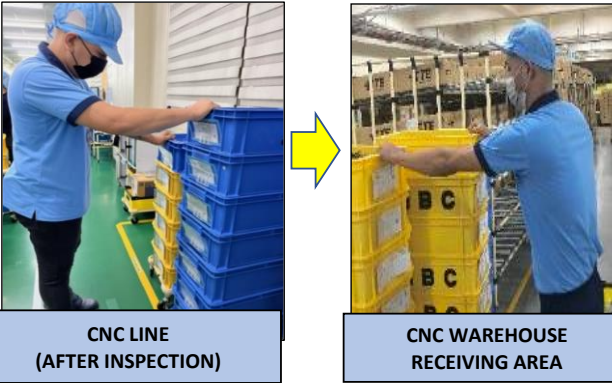





	Process Name/ Title:		Document No:		WI-PRO-COM-025	
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	WORK INSTRUCTION				August 30, 2024	
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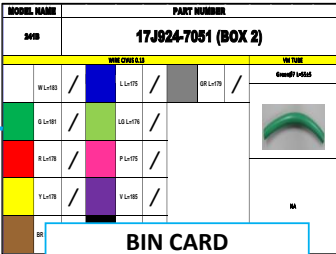
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
12	<p>Put kitted parts on the skateboard then move to Kitting area.</p> 	<ol style="list-style-type: none"> <li>1.Make sure to move complete set of parts and in FIFO order.</li> <li>2.Follow maximum limit of box in the skateboard, 8 boxes.</li> <li>3.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li> </ol>


**1.B. CNC parts kitting in Warehouse (STEERING AND HAZARD)**


1	<p>Check daily plan then request ID tag to Leader.</p> 	<ol style="list-style-type: none"> <li>1.Make sure to check all planned models and its quantity.</li> </ol>
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2	<p>Get the needed parts to CNC line then move to Kitting warehouse.</p>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>CNC LINE (AFTER INSPECTION)</b> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>CNC WAREHOUSE RECEIVING AREA</b> </div> </div> <div style="margin-top: 10px;"> <p><b>SAMPLE CNC TAG</b></p>  <p><b>PRODUCT NAME CODE DETAILS</b></p> <p><b>W 26 J924 000 GR 0179 -51Y</b></p> <ul style="list-style-type: none"> <li>THE LENGTH OF WIRE</li> <li>COLOR OF WIRE (GR = GRAY)</li> <li>NO. TO COMPLETE THE CODE</li> <li>THE PRODUCT NO. OR MODEL</li> <li>IS THE NO. OF WIRE COMBINATION STANDS FOR WIRE</li> </ul> </div>	<ol style="list-style-type: none"> <li>1.Getting of parts must be in FIFO order based on lot number.</li> <li>2.Avoid mixing of wires of same color but different length or model code.</li> <li>3.Always conduct checking of CNC ID tag.</li> <li>4.Make sure CNC parts was already inspected by QC inspector.</li> <li>5.Follow maximum limit of box in the skateboard, 8 boxes.</li> <li>6.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li> </ol>
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3	<p>Scan CNC tag to receive. Refer to WI-PRO-COM-026 for the scanning procedure.</p>  <div style="margin-top: 10px;"> <p><b>SCANNED MARK (KITTING ALREADY SCAN)</b></p>  </div>	<ol style="list-style-type: none"> <li>1.Make sure that declared location was correct.</li> <li>2.Conduct double checking of ID tag versus scanned ID number appearing in the monitor.</li> </ol>
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4	<p>Check parts if already complete using bin card, put check upon verifying actual versus ID tag.</p>  <div style="margin-top: 10px;"> <p><b>BIN CARD</b></p>  </div>	<ol style="list-style-type: none"> <li>1.Check properly ID tag content and actual parts.</li> </ol>
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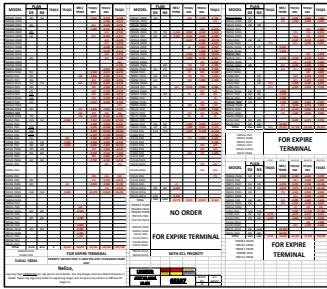






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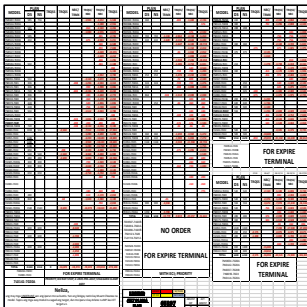


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
5	<p>Put QR code in every bundle of wires.</p> <div><div><div>SAMPLE CNC QR CODE</div><div><div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div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	Process Name/ Title:		Document No:		WI-PRO-COM-025		
	Production Material Handling				Effective Date:		
	WORK INSTRUCTION				August 30, 2024		
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ALL		ALL					





No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
10	<p>Put kitted parts on the skateboard then move to Kitting area.</p> 	<ol style="list-style-type: none"> <li>1.Make sure to move complete set of parts and in FIFO order.</li> <li>2.Follow maximum limit of box in the skateboard, 8 boxes.</li> <li>3.Follow safety guidelines on using of NBP skateboards.(Refer: GL-ENG-ERT-007 Proper Use of NBP Skateboards)</li> </ol>
<b>C. CNC parts transferring and locating in Warehouse (SEATBELT)</b>		
1	<p>Check parts needed based on daily plan.</p> 	<ol style="list-style-type: none"> <li>1.Make sure to check all planned models.</li> </ol>
2	<p>Check the availability of needed parts in CNC line then pull-out to transfer in Kitting warehouse area.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>CNC LINE (AFTER INSPECTION)</b></p> </div> <div style="text-align: center;">  <p><b>CNC WAREHOUSE RECEIVING AREA</b></p> </div> </div> <div style="margin-top: 10px;"> <p><b>SAMPLE CNC TAG</b></p>  <p><b>PRODUCT NAME CODE DETAILS</b></p> <p><b>W 26 J924 000 GR 0179 -51Y</b></p> <ul style="list-style-type: none"> <li>W → THE LENGTH OF WIRE</li> <li>26 → COLOR OF WIRE (GR = GRAY)</li> <li>J → NO. TO COMPLETE THE CODE</li> <li>924 → THE PRODUCT NO. OR MODEL</li> <li>000 → IS THE NO. OF WIRE COMBINATION</li> <li>GR → STANDS FOR WIRE</li> <li>0179</li> <li>-51Y</li> </ul> </div>	<ol style="list-style-type: none"> <li>1.Always update the availability of the parts. Updating time: &gt;07:30 am/pm &gt;10:00 am/pm &gt;01:00am/pm &gt;04:30 am/pm</li> <li>2.Follow maximum limit of box in the skateboard, 8 boxes.</li> <li>3.Follow safety guidelines on using of NBP skateboards.(Refer: GL-ENG-ERT-007 Proper Use of NBP Skateboards)</li> </ol>
	<p>a.If planned models have no available parts, check if there were plan in CNC (shutter rack) then put "Priority Tag" in the CNC tag.</p> <p>b.If planned models have no available parts and no plan in CNC line(shutter rack), report to Leader for verification of request.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p><b>CNC SHUTTER RACK</b></p> </div> <div style="text-align: center;">  <p><b>PRIORITY LABEL</b></p> </div> </div>	<ol style="list-style-type: none"> <li>1.Conduct verification on Kitting Leaders before proceed on requesting of CNC tag.</li> </ol>
3	<p>Scan CNC tag to receive.For wires with terminal 7D0349-0060 put terminal expiration label. Refer to WI-PRO-COM-026 for the scanning procedure.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p><b>SCANNED MARK (KITTING ALREADY SCAN)</b></p> </div> </div> <div style="margin-top: 10px;"> <p><b>Identification Tag</b></p>  </div>	<ol style="list-style-type: none"> <li>1.Make sure that declared location was correct.</li> <li>2.Conduct double checking of ID tag versus scanned ID number appearing in the monitor.</li> </ol>

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		<b>WORK INSTRUCTION</b>		Effective Date: <b>August 30, 2024</b>	
		Product Code/Name: <b>ALL</b>	Customer Code: <b>ALL</b>	Rev. No.: <b>1</b>	Page No.: <b>6 of 11</b>
No.	Work Procedure/ Illustration				Records/Remarks/ Quality Pointers
4	<p>Move the CNC parts to Kitting warehous area then locate to loose parts rack, if already with parts in the rack ,put or locate on the overflow rack.</p> <div></div> <div>Always put danpla cover on the upper layer of the boxes with parts to avoid accumulation of dust or any foreign materials.</div>				<ol style="list-style-type: none"><li>1.Make sure no missing CNC tag during locating of parts</li><li>2. Always check CNC tag content.</li><li>3.Follow maximum limit of box in the skateboard, 8 boxes.</li><li>4.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li></ol>
5	<p>Collect empty boxes, civus tray and empty plastic then issue to CNC line.</p> <div></div>				<ol style="list-style-type: none"><li>1.Make sure all boxes, tray and empty plastic has no foreign material inside.</li></ol>
6	<p>Conduct checking of loose parts rack then refill parts from CNC warehouse rack.</p> <div></div>				<ol style="list-style-type: none"><li>1.Make sure no missing CNC tag during transferring of parts</li><li>2. Always check CNC tag content.</li><li>3.Follow maximum limit of box in the skateboard, 8 boxes.</li><li>4.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li></ol>
<b>D. Kitted parts transferring and locating to operators working area (SEATBELT)</b>					
1	<p>Check daily plan to sub-assembly Leaders versus kitted parts.</p> <div></div>				<ol style="list-style-type: none"><li>1.Make sure to check all models with plan and number of lines to be run.</li><li>2.Always update sub-assembly Leaders on parts status of planned models.</li></ol>
2	<p>Get the the kitted parts in Kitting area then request to scan.</p> <div></div>				<ol style="list-style-type: none"><li>1.Make sure to move parts in FIFO order.</li><li>2.Follow maximum limit of box in the skateboard, 8 boxes.</li><li>3.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li><li>4.Always update sub-assembly Leaders on parts status of planned models.</li></ol>
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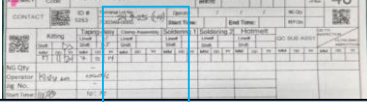
	Process Name/ Title:		Document No:		WI-PRO-COM-025	
	Production Material Handling		Effective Date:		August 30, 2024	
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ALL		ALL				

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers								
3	<p>Check the ID tag if already with scanned mark then move to the designated location (offline insertion, sakimelt area or atomelt area).</p>  <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin: 10px;"> <b>SCANNED MARK (SA ALREADY SCAN)</b> </div>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>MODEL TYPE</th> <th>ALLOWABLE BUFFER</th> </tr> </thead> <tbody> <tr> <td>Seatbelt SAKI</td> <td>4 BOX</td> </tr> <tr> <td>Seatbelt ATO</td> <td>4 BOX</td> </tr> <tr> <td>Seatbelt ATO (small)</td> <td>2 BOX</td> </tr> </tbody> </table>	MODEL TYPE	ALLOWABLE BUFFER	Seatbelt SAKI	4 BOX	Seatbelt ATO	4 BOX	Seatbelt ATO (small)	2 BOX	<ol style="list-style-type: none"> <li>1.Make sure to issue correct model in running line, always conduct verification of ID tag.</li> <li>2.Follow maximum limit of box in the skateboard, 8 boxes.</li> <li>3.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li> </ol>
MODEL TYPE	ALLOWABLE BUFFER									
Seatbelt SAKI	4 BOX									
Seatbelt ATO	4 BOX									
Seatbelt ATO (small)	2 BOX									
4	<p>Collect empty tray, empty plastic, and rubber band in the sub assembly line then terminal cover, empty boxes and labels to backend area.</p>  	<ol style="list-style-type: none"> <li>1.Make sure all tray and empty plastic has no foreign material or remaining parts inside.</li> </ol>								


  

**E. Kitted parts transferring and locating to operators working area (SEATBELT)**

1	<p>Check line set-up then parts availability to pre-assembly buffer area.</p>  	<ol style="list-style-type: none"> <li>1.Make sure to check all models set-up by Leaders to be run.</li> <li>2.Always update sub-assembly Leaders on parts status of planned models.</li> </ol>
2	<p>Get the pre-assembly WIP in line or WIP area then issue to clamp assembly line.</p>   <div style="border: 1px solid black; padding: 5px; margin: 10px;"> <b>NOTE:</b>  Check first the condition of ID tag before getting the pre-assembly WIP. </div>  <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <b>FOR CLAMP ASSY</b>  (NO SLASH ON CLAMP ASSEMBLY AREA) </div>	<ol style="list-style-type: none"> <li>1.Follow maximum limit of box in the skateboard, 8 boxes.</li> <li>2.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b>)</li> <li>3.Make sure to issue correct model in running line, always conduct verification of ID tag.</li> </ol>

**F. Kitted parts transferring and locating to operators working area (STEERING/LEVRERCON/HAZARD)**

1	<p>Check line set-up, allocation of model per line.</p> 	<ol style="list-style-type: none"> <li>1.Make sure to check all models with plan and number of lines to be run.</li> <li>2.Always update sub-assembly Leaders on parts status of planned models.</li> </ol>
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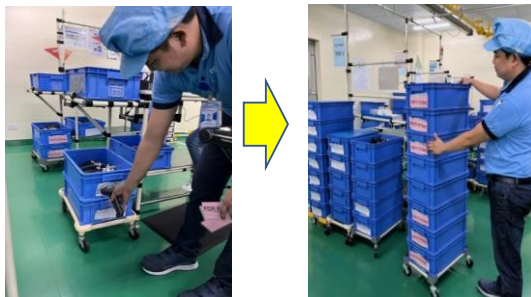

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
2	<p>Get blue empty box and plastic then issue per line (for LEVERCON and HAZARD only)</p> 	1.No foreign material inside the box.
3	<p>Get the the kitted parts in Kitting area then locate in lines to be run.</p> 	1.Always check ID tag content for correct delivery in line. 2.Always update sub-assembly Leaders on parts status of planned models.
4	<p>After assembly, move assy parts to inspection line.(steering only)</p> 	1.Follow maximum limit of box in the skateboard, 8 boxes. 2.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b> )
5	<p>Scan the assy parts then move to QC inspection area.</p>  <div><b>NOTE:</b> For steering, put "For FGI Receive" label after scanning .</div>	1.Always check ID tag content for correct delivery in line. 2.Follow maximum limit of box in the skateboard, 8 boxes. 3.Follow safety guidelines on using of NBP skateboards.(Refer: <b>GL-ENG-ERT-007 Proper Use of NBP Skateboards</b> )
6	<p>Get the empty pushcart every after finish (for LEVERCON and STEERING only).</p> 	1.Check if no remaining parts inside the pushcart.

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DCC Stamp



	Process Name/ Title:		Document No:		WI-PRO-COM-025		
	Production Material Handling		Effective Date:		August 30, 2024		
	WORK INSTRUCTION		Product Code/Name:		Customer Code:		
	ALL		ALL		Rev. No.:	1	Page No.:

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers						
1	<p><b>G. Tape request and issuance.</b></p> <p>Check remaining tape in the parts rack then request for additional using Kanban request card (SEATBELT ONLY).</p> <div style="display: flex; align-items: center;">   <div style="margin-left: 20px;">  <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>KANBAN REQUEST CARD</b> </div> </div> </div>	<p>1. Make sure to request needed tape of sub-assembly, no line stop due to no or late request.</p>						
2	<p>Get for issuance tape in box then issue to line.</p> <div style="display: flex; align-items: center;">   </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Unique tape used per model</b></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">   <b>MODELS:</b> 7M0530 7N0174  white tape with slit (10mm) </td> <td style="text-align: center;">   <b>MODELS:</b> 7N0033 7N0034  white tape no slit (10mm) </td> <td style="text-align: center;">   <b>MODELS:</b> 7R0116    7R0115 7R0120    7R0122 7R0121 LEVERCON MODELS  Tesa tape (51036) </td> </tr> <tr> <td style="text-align: center;">   <b>MODELS:</b> 7N0164 7N0165 7R0115  gray tape no slit (10mm) </td> <td style="text-align: center;">   <b>MODELS:</b> 7L0085 7L0086  blue tape no slit (10mm) </td> <td style="text-align: center;">   <b>MODELS:</b> Hazard MODELS  Tesa tape (51618) </td> </tr> </table> </div>	 <b>MODELS:</b> 7M0530 7N0174  white tape with slit (10mm)	 <b>MODELS:</b> 7N0033 7N0034  white tape no slit (10mm)	 <b>MODELS:</b> 7R0116    7R0115 7R0120    7R0122 7R0121 LEVERCON MODELS  Tesa tape (51036)	 <b>MODELS:</b> 7N0164 7N0165 7R0115  gray tape no slit (10mm)	 <b>MODELS:</b> 7L0085 7L0086  blue tape no slit (10mm)	 <b>MODELS:</b> Hazard MODELS  Tesa tape (51618)	<p>1. Always check tape requirement per model or line.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>NOTE:</b></p> <p>Put tape (19x20W) on the oven for those who want to use warm tape.</p> </div>
 <b>MODELS:</b> 7M0530 7N0174  white tape with slit (10mm)	 <b>MODELS:</b> 7N0033 7N0034  white tape no slit (10mm)	 <b>MODELS:</b> 7R0116    7R0115 7R0120    7R0122 7R0121 LEVERCON MODELS  Tesa tape (51036)						
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3. Maintain a clear line of site; objects should not block vision; lift only where there is sufficient lighting.



4. Get assistance from co-workers to avoid successive lifts of heavy objects



5. Follow proper material handling

