

		Common	N/A	ixev. ivo	12	rage No	1013
No.		Work Pro	ocedure/ Illustration				ds/Remarks/ ty Pointers
1	Objective / Purpose This procedure ensures that materials/components used in manufacturing shall be received, labeled, stored and handled in a manufacturing shall be received, labeled, stored and						
2	handled in a manner designed to prevent damage, mix-up, contamination, and other adverse effects. Updating of Delivery Monitoring Board * Warehouseman shall update daily every morning at 0800H the delivery schedule plan based on the given delivery time zone per suppliers on the Delivery Monitoring Board.						
<u>/12/</u> 3	docking * Delivery * Delivery	helper shall provide signal to their truck/trailer dri	revent truck/trailers from any movement. ailers engine to prevent any leakage.	ŧ	12	follow the requirements Always use a chocks in comments	vehicle should be he "Security s" under NBP-OP- 047. at least two wheel conjunction with measures
4	* Receive A. II B. C C. P D. F * Check th A. N B. C	the following Documents the following documents from supplier/delivery per provice Delivery Receipt (DR) Packing List (optional) PEZA documents (8106/8110/EZTD) if supplier is under the accuracy of documents: Name of Supplier Customer Name must be: NBC (Philippines) Car Tect Customer Address must be: Lot 9-B FPIP II SEZ, Sta. PEZA stamp on DR if supplier under PEZA zone If with stamp, proceed with the receiving of items If without stamp, instruct delivery personnel to re	der PEZA zone chnology Corporation Anastacia, Sto Tomas Batangas s. eturn to PEZA for proper stamping.		Æ	Details on Inv or DR, must I as Compa name, Qua	voice, Packing List be the same such any Name, Item antity and Price d any abnormalities, efer to: CALL & WAIT
5	shape, v	If Supplier has lacking documents, report to leade Materials r personnel will unload items using pushcart, pallet weight or volume of materials delivered aterials needed to use forklift machine, request to	lifter, hand carry or forklift machine depending or	n the		If unloadir needed to Certified For allowed Certified Forl	ng of materials use forklift, only rklift Operator are d to operate. klift Operator was Forklift Machine.
	A. N B. A C. N * Compar docume If co	the condition of the shipment to ensure: No damaged, wet cases or packages. All products are on clean pallets. No evidence of any food items or items that could ce the part number, description and quantity to the ints against actual material label. Direct, proceed with the receiving of items. Isscrepancy was found, immediately Report to Leade	information stated on the shipping		Â	STOP, C	d any abnormalities, efer to: CALL & WAIT 'I-WHS-RMW-010)

4/25/2025	12	Remove the process of Checking truck condition in Item no. 3	E. Sanchez	M. Banaban/	N. Kitamura	Prepare	Check	Approve
4/23/2023	12	Link Stop, Call & Wait Procedure in Quality Pointers	E. Sanchez	I. Aranas	N. Kitailiula		,	
5/21/2024	11	Add process of Material Storage	E. Sanchez	M. Banaban	N. Kitamura		(n) anomae	
3/21/2024	11	Revised process name from Receiving of Raw Materials to Control of Raw Materials	L. Sanchez	IVI. Dallabali	IV. Kitamura		/ I. Aranas	
5/4/2023	10	Revise item no. 3, 4 and Title name	E. Sanchez	M. Banaban	N. Kitamura			
9/24/2022	0	Additional instruction for item no. 2, 5, 6 and 7	E. Sanchez	M. Banaban	N. Kitamura	200	Satram	1 K D
9/24/2022	9	Revise Document No. from WI-PUM-WHS-005 to WI-WHS-RMW-008	E. Sanchez	IVI. Dallabali	N. Kitailiula	E. Sanchez	M. Banaban	N. Kitamura
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	5/15/2017	

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Process Name/ Title: Control of Raw Materials				WI-WHS-RMW-008		
			lo:			
WORK INSTRUCTION			te:	April 25, 2025		
Product Code/Name:	Customer Code:	Rev. No.:	12	Page No.:	2 of 3	
Common	N/A	Rev. No	12			

Records/Remarks/ No. Work Procedure/ Illustration **Quality Pointers** Put the materials on the designated location subject for IQC inspection. For material with expiration: Check the manufacturing date and expiration of the materials. Record the materials with expiration on the Material Expiration form. (F-WHS-025) Put stamp RECEIVED on the receiving documents and sign by the Receiving PIC (supplier's copy and /12 If encountered any abnormalities, refer to: customers copy). Update the Delivery Monitoring Board for the actual date of delivery of materials. STOP, CALL & WAIT Procedure(WI-WHS-RMW-010) Incase there is new supplier, leader shall update the supplier listed on the Delivery Monitoring Board. Endorse the documents to Warehouse Clerk for documentation. 6 Materials QC Inspection Raw materials Transmit a copy of Delivery Receipt(DR) or Packing list together with Transmittal form to IQC as their reference of materials for QC inspection. Put cone indication "FOR QC INSPECTION" on the materials. **FOR OC** All materials are not allowed to place directly on the floor For New materials / For Evaluation Materials Warehouseman shall inform Leader/Supervisor for the New Materials received. Issue a copy of Delivery Receipt(DR) or Packing list together with Transmittal form to IQC as their reference of materials for QC inspection. Put cone indication "FOR QC INSPECTION" on the materials. If warehouseman encountered materials without Supplier Label, Report to Leader/Supervisor. /12 If encountered any abnormalities, Hold the materials in WH Holding Area. refer to: Inform Purchasing and Quality team for the disposition of material and preparation of Trouble Report. STOP, CALL & WAIT Procedure(WI-WHS-RMW-010) 7 **Materials Sorting** After QC inspection, warehouseman shall check if all the materials have QC stamp. * Transfer the materials in sorting area. Put cone indication "FOR SORTING". Warehouseman shall check and ensure that all materials have "QC STAMP" before ransferring to sorting area and refilling to storage location Sorting process shall based on below assigned lead-time. For Import Supplier (NBC Japan) and Local supplier - within 3 working days after quality inspection. Check and print the required Monthly Color Coding for the materials. Refer to WI-WHS-RMW-004 Actual received date was indicated on the Monthly Color Coding label. Attach "Monthly Color Coding" in each box/packaging of the materials. Attachment of Monthly Color Coding is after incoming quality inspection of materials. Attachment of Monthly Color Coding is in front of each box which can easily be seen. See below illustration: **Monthly Color Code** MONTH DAY YEAR

* Sort the materials per part number.

abnormalities, refer to:
STOP, CALL & WAIT
Procedure(WI-WHS-RMW-010)

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DATE RECEIVE

FEBRUARY



	Process Name/ Title: Control of Raw Materials				WI-WHS-RMW-008		
				lo:			
	WORK INSTRUCTION			ite:	April 25, 2025		
	Product Code/Name:	Customer Code:	Rev. No.:	12	Page No.:	3 of 3	
	Common	N/A	Rev. No	12			

No. Work Procedure/ Illustration Records/Remarks/
Quality Pointers

8 Material Storage

REFILLING IN PARTS RACK:

- * After sorting the materials warehouseman shall transfer the materials in storage location.
- * At the back of parts rack, Check the "FILL" sign as where it was placed.
- * Refilling of materials in parts rack is from "FILL" sign going to the left side of the racks.
- * Refilling is based on the oldest to newest received date of the materials.



Transfer the "FILL" sign to the last box refilled.

REFILLING IN PALLETIZED:

- * Check the "FILL" sign as where it was placed at the last materials was refilled.
- * Check the monthly color coding/received date attached on the box before refilling.
- * Refilling of materials in the pallet is from "FILL" sign going to the right side of the pallets.
- * Refilling is based on the oldest to newest received date of the materials.

Note: 2nd floor is the storage of Raw Materials that needed to supply in production 2nd floor location.We have fixed assigned Jacklift/Hand pallet to be used only at 2nd floor and every Monday or weekly have cleaning schedule to avoid dusty flooring.

refer to:
STOP, CALL & WAIT
Procedure(WI-WHS-RMW-010)



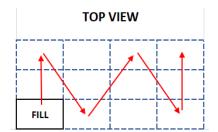
* Transfer the "FILL" sign to the last box after refilling.

9 Endorsement of Documents

 On the next day morning, all received documents shall be forwarded to Purchasing/Impex Department by warehouse clerk.

Purchasing - Original copy of SI, DR, with attachment of Warehouse Receiving Record. Impex - Local Delivery - Xerox copy of SI, DR, with 8106/8110/EZTD docs.

 Purchasing/Impex team shall sign on the Documents Endorsement Logbook for the proof that all the documents has been received.



"FILL" sign