


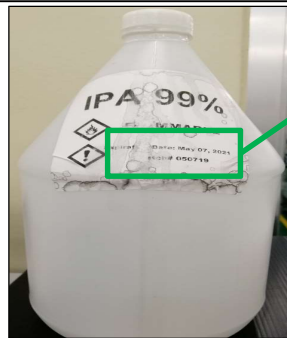


	Process Name/ Title:		Document No:	WI-PRO-COM-006	
	Chemical Receiving , Storage, First Aid and Chemical Leak / Spill Treatment		Effective Date:	September 20, 2019	
	WORK INSTRUCTION		Rev. No.:	0	
Product Code/Name:	Customer Code:	Rev. No.:	0	Page No.:	Page 1 of 3
ALL	ALL				


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	GREASE Upon receiving grease from Warehouse, Chemical Handler will check condition of chemical container if there is no dent, damages or crack.	NO GREASE LEAK  <i>If there is a leak refer to page 3 for Chemical Spill treatment</i>
	Check the following: a. Product Name (Part Name) b. Ship Date c. Manufacturer's Name	 <div style="position: absolute; top: 320px; left: 650px;">a. Part Name</div> <div style="position: absolute; top: 350px; left: 650px;">b. Ship Date</div> <div style="position: absolute; top: 380px; left: 790px;">c. Manufacturer's Name</div>
	After confirmation that the grease is acceptable, place it on the cabinet (<i>grease spare</i>) for future use. <i>Grease is applicable only to Contact Switch Assembly</i>	 Make sure that the cabinet has no obstruction.
2	IPA Upon receiving from Warehouse, Chemical handler will check the condition of IPA Gallon if there is holes and damages outside the container.	NO IPA LEAK <i>If there is a leak refer to page 3 for Chemical Spill treatment</i>
	Check its expiration date and batch no.	 <div style="position: absolute; top: 730px; left: 690px;"> EXPIRATION DATE MAY 07 , 2021 BATCH # 050719 </div> <div style="position: absolute; top: 800px; left: 730px;">Batch</div> <div style="position: absolute; top: 800px; left: 840px;">Expiration date</div> <p>Do not receive expired IPA</p>


09/20/2019	0	Newly established documents	Revise	Check	Approve	Prepare	Check	Approve
Eff./Rev. Date	Rev. No.	Details of change				C. Lura	D. Cornero	O. Merin
						Est. date:	09/20/2019	

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3	If it is in good condition and within the expiration date, keep the IPA inside the cabinet.		Make sure that the area where IPA is located is not over crowded. Must have 2nd Container


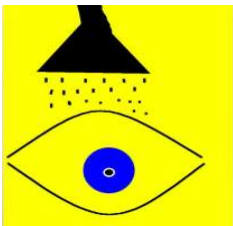
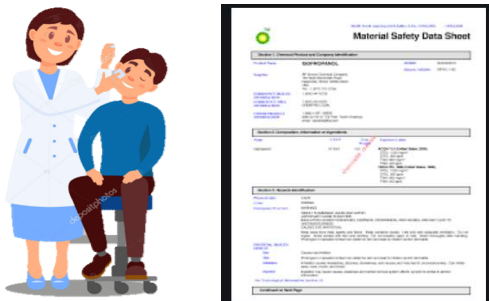
IPA TRANSFERRING

1	Get the IPA Gallon and transfer to IPA refilling Area. <i>Note : Make sure to use PPE when handling Chemicals (refer to Personal Protective Equipment)</i>		Personal Protective Equipment
2	Open the IPA bottle dispenser and Gallon.		  
3	Carefully transfer IPA to IPA Bottle dispenser		
4	Make sure to closed the cap properly for both IPA dispenser and Gallon to avoid leakage.	 	NO IPA LEAK
5	Return IPA Gallon and dispenser to its respective location.		

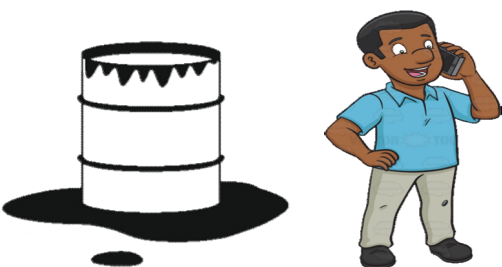
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FIRST AID FOR CHEMICAL SPLASH IN EYE

1	In case chemicals accidentally splash on eyes , flush eye with tap water for atleast 15 minutes.	 
2	Once you have removed the chemicals seek medical treatment. Ask others to bring the MSDS of the chemicals.	 <p>Material Safety Data Sheets (MSDS) - well organized document that contains all information about a given chemical.</p>

CHEMICAL LEAK / SPILL TREATMENT

1	<p>In case encountered chemical leak / spill inform Leader.</p> <p>Leader will call the attention of Safety officer.</p>		
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