













	Process Name/ Title:		Document No:		WI-QAD-QAC-174	
	PACKING INSTRUCTION		Effective Date:		March 10, 2021	
	WORK INSTRUCTION		Product Code/Name:		Customer Code:	
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No.	Work Procedure/ Illustration		Records/Remarks/ Quality Pointers		
①	NBC Blue danpla box	 	Qty/box	150	25 pcs x 6 bundles
			MAT'L NAME	DIM.	QTY.
			NBC Blue danpla box	492*332*146	1
			Vinyl bag	280*515	6
			1		
②	Put 25 pcs. inspected parts inside the Vinly bag to complete 1 bundle	<p>ARRANGEMENT OF PARTS AND LABEL INSIDE THE PLASTIC VINYL BAG</p>     <ol style="list-style-type: none"> Put the 25pcs. inspected parts inside the Vinyl bag. Put the ID tag on the lower part of the Vinyl bag. Fold (2x) the vinyl bag together with the ID tag as shown Fold the sides of the vinly bag to pack the parts tightly 	<p>** Inner tag should not stick/attach to the part's adhesive. **</p>		
③	Put products (25 pcs. x 2 bundles) on the 1st layer.	 <div style="text-align: right;">1</div>			
④	Put products (25 pcs. x 2 bundles) on the 2nd layer with opposite direction.	 <div style="text-align: right;">1</div>			
⑤	Put products (25 pcs. x 2 bundles) on the 3rd layer with opposite direction.	 <div style="text-align: right;">1</div>			
⑥	Put Outer tag in front of the box				

					Prepared	Checked	Approved	Noted	
03/10/2021	1	Change size of vinyl bag from 280*420 to 280*515; Include the procedure for Inner tag attachment; Change packaging illustration	J. Basañez	D. Dadulla	R. Alcantara				
06/26/2020	0	Initial issue	C. Dimallig	M. Lumbres	E. Mendoza	J. Basañez	D. Dadulla	R. Alcantara	A. Aranes
Eff. Date	Rev. No.	Details of change	Prepared	Checked	Approved	Establish Date :			

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