







	Process Name/ Title:		Document No:	WI-WHS-RMW-004	
	Monthly Color Coding		Effective Date:	March 1, 2023	
	WORK INSTRUCTION		Rev. No.:	3	
	Product Code/Name: Common	Customer Code: N/A	Page No.:	Page 1 of 1	

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers												
1	Objective / Purpose  <p>Monthly Color Coding purpose is to organize the materials per delivery date. And it is a way to visually identify the actual arrival date of the materials per month.</p>													
2	Warehouse Monthly Color Coding  <p style="text-align: center;">WAREHOUSE MONTHLY COLOR CODING</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: #00b0f0; color: white;"> MONTH DAY YEAR DATE RECEIVE JANUARY </td> <td style="background-color: #0070c0; color: white;"> MONTH DAY YEAR DATE RECEIVE MAY </td> <td style="background-color: #000000; color: white;"> MONTH DAY YEAR DATE RECEIVE SEPTEMBER </td> </tr> <tr> <td style="background-color: #ffff00;"> MONTH DAY YEAR DATE RECEIVE FEBRUARY </td> <td style="background-color: #ffa500;"> MONTH DAY YEAR DATE RECEIVE JUNE </td> <td style="background-color: #a9a9a9;"> MONTH DAY YEAR DATE RECEIVE OCTOBER </td> </tr> <tr> <td style="background-color: #ff0000; color: white;"> MONTH DAY YEAR DATE RECEIVE MARCH </td> <td style="background-color: #ffffff; color: black;"> MONTH DAY YEAR DATE RECEIVE JULY </td> <td style="background-color: #800080; color: white;"> MONTH DAY YEAR DATE RECEIVE NOVEMBER </td> </tr> <tr> <td style="background-color: #008000; color: white;"> MONTH DAY YEAR DATE RECEIVE APRIL </td> <td style="background-color: #ff0000; color: white;"> MONTH DAY YEAR DATE RECEIVE AUGUST </td> <td style="background-color: #ff00ff; color: white;"> MONTH DAY YEAR DATE RECEIVE DECEMBER </td> </tr> </table>	MONTH DAY YEAR DATE RECEIVE JANUARY	MONTH DAY YEAR DATE RECEIVE MAY	MONTH DAY YEAR DATE RECEIVE SEPTEMBER	MONTH DAY YEAR DATE RECEIVE FEBRUARY	MONTH DAY YEAR DATE RECEIVE JUNE	MONTH DAY YEAR DATE RECEIVE OCTOBER	MONTH DAY YEAR DATE RECEIVE MARCH	MONTH DAY YEAR DATE RECEIVE JULY	MONTH DAY YEAR DATE RECEIVE NOVEMBER	MONTH DAY YEAR DATE RECEIVE APRIL	MONTH DAY YEAR DATE RECEIVE AUGUST	MONTH DAY YEAR DATE RECEIVE DECEMBER	
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2	How to Attach the Monthly Color Coding to Materials  <ol style="list-style-type: none"> Monthly Color Coding is printable in Warehouse Staff's PC. Use packaging tape to attach on the box to secure from fall. Monthly color coding must be place in front of the box of material packaging where it can easily be seen and identify the arrival date of the materials. Attach monthly color coding after incoming quality inspection of the materials. <div style="text-align: center;">  </div>													

03/01/2023		Revision of Monthly color coding indication from Sequence No. to Date Receive	E. Sanchez	M.Banaban	N. Kitamura	Prepare	Check	Approve
06/14/2022	2	Change document no. from WI-PLN-WHS-005 to WI-WHS-RMW-004	E. Sanchez	M.Banaban	N. Kitamura			
07/30/2018	1	Revise indication per color, additional week no. and proper placing of monthly color coding	R. Arcangel	K. Funaki	K. Funaki	E. Sanchez	M.Banaban	N. Kitamura
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	May 15, 2017	

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