

	Process Name/ Title:		Document No:		WI-PRO-CNC-038	
	Wire Cutting and Crimping / How to accomplish Daily Report					
	WORK INSTRUCTION		Effective Date:		February 1, 2023	
	Product Code/Name:	Customer Code:	Rev. No.:	2	Page No.:	1 of 1
	ALL	ALL				

No.	Work Procedure/ Illustration
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Item Name	Activity	Person -In Charge	Time
Start time:	Record the time when operation started. (Include time of machine checking).	Operator	Start
Process Name / Machine Number:	Record process code (WCnC) and machine number.		
Date:	Record today's date. (Year - Month - Day)		
Operator Name:	Record name of operator assigned on the process.		
Product Name:	Record the name of product being produced.	Operator	During
Production lot No:	Record the Production No. stated on the Product Identification tag.		
Type:	Type of wire stated on the label of wire.		
Diameter:	Diameter of wire stated on the label of wire.		
Color:	Color of wire's insulation stated on the label of wire.		
Wire Lot No.:	Record material Lot No. stated on the label of the wire.		
Strip Length:	Measure and record the actual length of both strips ① and ②		
Terminal No.:	Confirm and record terminal part number being used. Both Terminals ① and ②		
Terminal Lot No.:	Confirm and record lot number of terminal being used. Both Terminals ① and ②		
Confirm height/PN:	Measure and record wire crimp height per model. Check the first piece every start of the model and last piece every end of the model. Check both Terminals ① and ②		
Confirm shape /PN:	Confirm shape of terminal and put o if there is no problem. Check the first piece at the start of the model and last piece at the end of the model. Check both Terminals ① and ②		
Qty. of product:	Record actual quantity produced.		
Qty. per bundle	Record actual quantity per bundle based on Identification tag.		
Wire Length (1st piece)	Check both samples and record actual length of the first piece (Hatsumono).		
Wire Length: (2nd piece)	Measure first and second sample. If good, record actual length of second piece (Hatsumono).	Operator	
Leader Signature First Piece / PN :	Check the measurement and data recorded. If there is no problem, sign on the First Piece column.	Senior Line Leader or Line Leader	
Defect:	If there is any defect, record the quantity of defect.	Operator	
Error:	If machine is stopped by error, record the frequency of error.		
Wire Length (Last piece) :	Measure and record the actual length of the last piece (owarimono).		
Change Applicator:	Record number of times applicator is changed.		
Page __ of __ :	Record page number over total number of pages.	Operator	End
Finish time:	Record the time when operation ended. (include time consumed on writing last details on all forms.)		
Total Working Time:	Record total working time in minutes.		
Leader Signature: Last Piece/ PN	Confirm and measure the last piece (Owarimono). If there is no problem, record signature.	Senior Line Leader or Line Leader	

02/01/2023	2	Included checking of qty. per bundle. Change from write to record.	W. Valdez	O. Merin	O. Merin	Prepare	Check	Approve
06/01/2018	1	Change Sub leader to Line leader/ Senior Line Leader. Change sample.	W. Valdez	W. Carbillon	O. Merin			
07/10/2017	0	Established ISO format.	J.Garcia/Z. Mendez	O. Merin	T. Sugiyama	W. Valdez	O. Merin	O. Merin
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	07/10/2017	