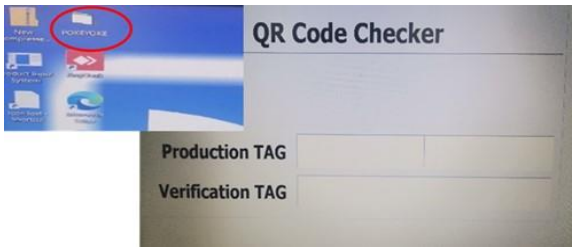
No.	Work Procedure/ Illustration	PIC	Records/Remarks/ Quality Pointers
A. Issuance of Replenish			
A1. LEVERCON In-process NG (whole set), Previous process NG			
1	△1 Line Leader/Senior Leader Remarks on DOR the NG details	Leader / Senior Leader	
2	Get the ID tag of affected model on box with lacking or defect encountered.Open the QR Code Checker (POKAYOKE) in the Desktop		
3	Scan the Production ID tag and the verification tag (QR Code at the model label in the replenish rack) to verify if the product that will be issued is correct.	Leader / Senior Leader	Note: Only Leaders and Senior Leader are allowed to reset the code.
4	Get Replenish in the drawer	Leader / Senior Leader	
5	Fill up replenish monitoring (F-PRO-COM-005B)	Leader / Senior Leader	*Note : Include reason at the remarks provided*
6	Put Replenish Marking	Leader / Senior Leader	NOTE: for levercon models only

No.	No. of Box	Downtime/Abnormality	Analysis	Action Taken	Start Time	End Time	Duration	PIC
1	17653	WI	Wrong method of insertion	CP, OO,RP	9:50	10:00	10	April



Green light (GOOD) would mean matching is okay

If mis-match Leader will reset by scanning Poka Yoke Pin Code and check again

F-PRO-COM-005B-3 Eff. 04/08/2024

REPLENISH MONITORING

Model Code: 17J796-7051

Date	Qty Start of the Shift	Qty End of the Shift	Requested by	Box no.	Qty.	Replenished by	Remarks
February 5, 2024	10	9	Levercon	1	1	Mitch	wrong insert
April 1, 2024	9	8	QC	2	1	Mitch	scratch marking

10 - 1 = 9

Subract remaining stocks from the qty to be issued to get the end stocks.

						Prepare	Check	Approve
3/19/2025	1	Additional page for steering replenish procedure	K.Hernandez	K.Aquino	W. Carbillon	K.Hernandez	K.Aquino	W. Carbillon
6/24/2024	0	Initial issue.	W. Habla	K.Aquino	W. Carbillon			
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	June 24, 2024	

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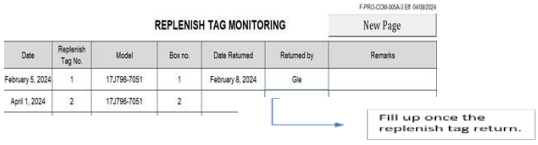
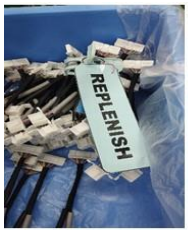
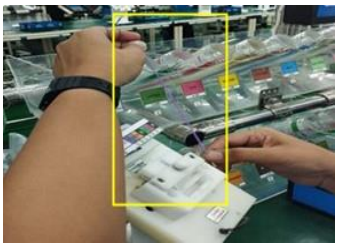
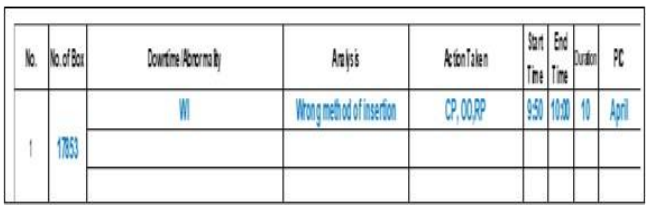
No.	Work Procedure/ Illustration		PIC	Records/Remarks/ Quality Pointers
7	Line Leader/Senior Leader will go to the affected line and conduct function test on affected unit.		Leader /Senior Line Leader	
8	Conduct Inspection	Refer to IS-QAD-QAC-005, IS-QAD-QAC-006, IS-QAD-QAC-008, IS-QAD-QAC-010-012, IS-QAD-QAC-014	Leader / Senior Leader	
9	Fill up replenish tag monitoring (F-PRO-COM-005A)		Leader / Senior Leader	Conduct monthly inventory of replenish tag.If a missing tag is detected, check the affected box on scan data to see if it is already in the warehouse; if so, sort the affected model
10	Put REPLENISH TAG CLIP to affected product,place on the affected box then put REPLENISH TAG outside the box together with the ID TAG. * Record qty. of replenish and NG in ID tag of affected box then remarks on DOR the NG details.	 NOTE:Make sure that the replenish tag clip number was tally on the replenish tag outside the box.	Leader / Senior Leader	Applicable in in-line replenish. * Count the qty. of harness inside the box affected after replenish
A2. LEVERCON/STEERING/ HAZARD In process wire only procedure				
11	Leader incharge was fill out the request parts at the back of Identification tag		Leader / Senior Leader	
12	Parts request to Kitting process.	Refer to **GL-PRO-KIT-013**	Leader / Senior Leader	
13	Line Leader/Senior Leader will go to the affected line to issue the request parts.		Leader / Senior Leader	*** SLL/ Line leader will conduct measurement and comparison of actual parts on running model**
14 ⚠1	Remarks on DOR the NG details		Leader / Senior Leader	
B. For STEERING / HAZARD Process In-process NG (whole set), Previous process NG				
15	Line Leader/Senior Leader Remarks on DOR the NG details		Leader / Senior Leader	

No.	No. of Box	Downtime/Abnormality	Analysis	Action Taken	Start Time	End Time	Duration	PIC
1	17853	WI	Wrong method of insertion	CP, OO,RP	9:50	10:00	10	April

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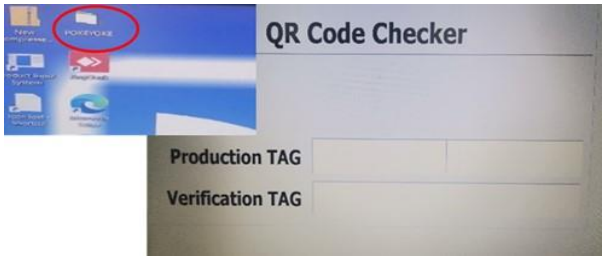
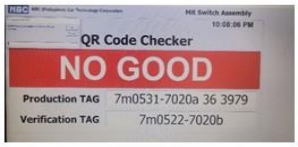
No.	Work Procedure/ Illustration		PIC	Records/Remarks/ Quality Pointers
16	Get the ID tag of affected model on box with lacking or defect encountered.Open the QR Code Checker (POKAYOKE) in the Desktop		Leader / Senior Leader	
17	Scan the Production ID tag and the verification tag (QR Code at the model label in the replenish rack) to verify if the product that will be issued is correct.	 *Green light (GOOD) would mean matching is okay* *If mis-match Leader will reset by scanning Poka Yoke Pin Code and check again*	Leader / Senior Leader	Note: Only Leaders and Senior Leader are allowed to reset the code.
18	Get Replenish in the drawer		Leader / Senior Leader	
19	Fill up replenish monitoring (F-PRO-COM-005B)	REPLENISH MONITORING Model Code: 75N758-0032 Date | Qty Start of the Shift | Qty End of the Shift | Requested by | Box no. | Qty. | Replenished by | Remarks May 10,2024 | | | STEERING | 123 | 1 | ROSE | Wrong insert 10 - 1 = 9 Subract remaining stocks from the qty to be issued to get the end stocks.	Leader / Senior Leader	Note : Include reason at the remarks provided
20	Conduct Inspection	 Leader must compare replenish product vs master sample	Leader / Senior Leader	
21	Fill up replenish tag monitoring (F-PRO-COM-005A)	REPLENISH TAG MONITORING New Page Date | Replenish Tag No. | Model | Box no. | Date Returned | Returned by | Remarks February 5, 2024 | 1 | 17J796-7051 | 1 | February 8, 2024 | Gie | April 1, 2024 | 2 | 17J796-7051 | 2 | | Fill up once the replenish tag return.	Leader / Senior Leader	Conduct monthly inventory of replenish tag.If a missing tag is detected, check the affected box on scan data to see if it is already in the warehouse; if so, sort the affected model
22	Put REPLENISH TAG CLIP to affected product,place on the affected box then put REPLENISH TAG outside the box together with the ID TAG. * Record qty. of replenish and NG in ID tag of affected box then remarks on DOR the NG details.	Note: Make sure that replenish tag number was tally on the replenish tag attached on box 	Leader / Senior Leader	Applicable in in-line replenish. * Count the qty. of harness inside the box affected after replenish

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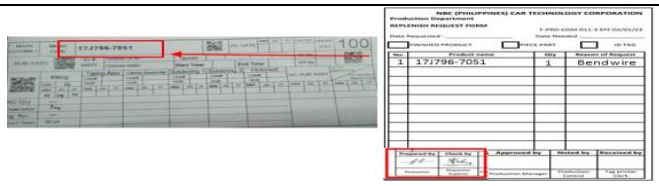
No.	Work Procedure/ Illustration		PIC	Records/Remarks/ Quality Pointers
C. FOR QC REQUEST				
23	QC will fill in Replenish Form (F-PRO-COM-011) and photocopy the id tag		Production and QC Leader Sr. Leader	*Make sure ID tag copy is clear for scanning purpose.
24	Process owner will receive and sign the request tag and fill up (F-PRO-COM-005C)	Refer to GL-PRO-COM-023	Production Control / Leader / SLL	
LEVERCON/HAZARD ONLY PROCESS OWNER (Control of Replenish)				
1	Monitor the remaining quantity of Replenish in the Replenish Monitoring(F-PRO-COM-005B). 1.a . Fast moving / High volume model- Maximum qty. 10 pcs. If qty. 5 ≤ (Equal or less than) immediately request additional replenish. 1.b . Slow moving / Low volume model- Maximum qty. 5 pcs. If qty. 2 ≤ (Equal or less than) immediately request additional replenish F-PRO-COM-005B-2 REPLENISH MONITORING Model Code: 17J796-7051 Date: May 10,2024 | Qty Start of the Shift: 10 | Qty End of the Shift: 5 | Requested by: QC | Box no.: 1234 | Qty.: 5 | Replenished by: MITCH | Remarks:	Leader /Senior Line Leader	**N/A**
2	Request the lacking replenish based on the maximum and minimum stock,follow Replenish Flow Procedure(GL-PRO-COM-023). Record the request replenish in Replenish Stock Request Monitoring(F-PRO-COM-005C). F-PRO-COM-005C-1 EFF:03/01/19 REPLENISH STOCK REQUEST MONITORING Model Code: 7L0053-7025 | Qty.: 5 | Date Requested: 07/24/2023 | Date Needed: 07/28/2023 | Requested by : M.Moora | Received by : | Date Received by: (Section/Process) | Remarks: 17J796-7051 | May 10,2024 | May 17,2024 | MITCH **Note : Fill up this part upon receiving the replenish**	Leader / Senior Leader	NOTE : Lead time to close the requested replenish is within 7 days. * Follow up previous process for the status of Requesting replenish through email and meeting

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