

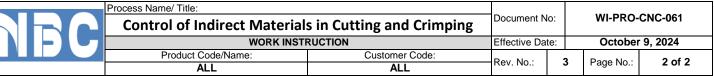
| Ī        | Process Name/ Title:    | ess Name/ Title:                                |                |     |                 |        |  |
|----------|-------------------------|---|----------------|-----|-----------------|--------|--|
|          | Control of Blanking Oil | Control of Blanking Oil in Cutting and Crimping |                | lo: | WI-PRO-CNC-061  |        |  |
| WORK INS |                         | TRUCTION  | Effective Date | :   | October 9, 2024 |        |  |
|          | Product Code/Name:      | Customer Code:                                  | Rev. No.:      | 2   | Page No.:       | 1 of 2 |  |
|          | ALL                     | ALL   | Rev. No        | ٦   | rage No         | 1 01 2 |  |

| No.                    | Work Procedure/ Illustration  |   |                                       |                          |   |                   | Remarks     |  |                       |  |
|------------------------|---|---|---------------------------------------|--------------------------|---|-------------------|-------------|--|-----------------------|--|
| 1                      | OBJECTIVES  The purpose of this work instruction is to control the indirect materials, proper storage and proper label of materials.  All employees must be aware the risk of potential physical and health hazard.   |   |                                       |                          |   |                   |             |  |                       |  |
| 2                      | DEFINITION  Indirect Materials - are materials used in the production process that cannot be linked to a specific product or job.   |   |                                       |                          |   |                   |             |  |                       |  |
|                        | List of Indirect Materials  • Blanking / Terminal Oil   |   |                                       |                          |   |                   |             |  |                       |  |
| 3                      | RESPONSIBILITY  3.1 Senior Line Leader - monitor production and ensure the availability of indirect materials   |   |                                       |                          |   |                   |             | <b>Note:</b> Make sure no worn   |                       |  |
| 4                      | METHOD AND MONITORING   |   |                                       |                          |   |                   |             | out,peel off label and missing label   |                       |  |
|                        | 4.1 REQUEST BLANKING / TERMINAL OIL 4.1.1. Leader/Freeman will request the blanking/terminal oil if 1 bottle is already consume. 4.1.2. Leader/Freeman will get the Kanban Request Card and put it on the Kanban Holder (for request to whse) 4.1.2. WHSE man pick the kanban base on the scheduled pick up time. 4.1.3. Refer to WI-WHS-RMW-005 for the WHSE procedure |   |                                       |                          |   |                   |             |  |                       |  |
|                        | 4   | 4.2 RECEIVE BLANKING / TERMINAL OIL 4.2.1. Whse Man deliver the blanking/terminal oil in production 4.2.2. Whse Man endorse the bottle of blanking/terminal oil in production leader/freeman              |                                       |                          |   |                   | <b>/3</b> \ |  |                       |  |
|                        | 4.3 R   | EFILLING OF TERMINAL OIL  | Illustration                          |                          | Pers  | on In-Cha         | _           |  |                       |  |
|                        | * Wea   | ire PPE's before refilling of Terminal Oil<br>ar gloves<br>ar safety goggles  |                                       |                          |   | Freeman<br>Leader |             | *Material Safety Data<br>Sheet (MSDS) for the<br>information on the potential<br>health effects of exposure to<br>chemicals, or other<br>potentially dangerous |                       |  |
|                        | 4.3.2. Check the bottle with label first out Means this bottle is first to consumed.  |   |                                       |                          |   | Freeman<br>Leader |             | substances, and on safe<br>working procedures when<br>handling chemical products   |                       |  |
|                        | ;<br>[  | . Update the Terminal Oil Monitoring Sheet  > Record the Part Number of Blanking oil, Date Request, Bottle No., Date Refill, Person In-Charge and Machine no. Refer to F-PRO-CNC-037                      |                                       |                          | Note: If you noticed different color of blanking oil or any abnormality using terminal oil, Call the attention of Leader and stop the machine |                   |             |  |                       |  |
|                        | Tray i<br>Gently<br>to trar   | the tray under the rack s use as second container for small bottle y open the bottle and use oil pump nsfer the oil to small bottle.  Note: Make sure to wear the required PPE's during refilling of oil. |                                       |                          |   | Freeman<br>Leader |             |  |                       |  |
|                        | stora   | e the bottle and check the area or<br>ge before going back to the assign machin<br>n the tray under the rack.   | э.                                    |                          |   |                   | - Drawner   | In case have spi<br>Refer to <b>cla</b>  | use 4.5               |  |
| 10/9/2024              | 3   | Include Person In Charge  | for the refilling of terminal oil     | W. Bergado               | C. Calayan  | W. Carbillon      | Prepare     | Check  | Approve               |  |
| 7/9/2024               | 2   | Genera  | al Revision                           | W. Bergado               | C. Calayan  | W. Carbillon      |             |  |                       |  |
| 2/15/2024<br>10/6/2020 | 0   |   | during refilling of terminal al Issue | W. Bergado<br>W. Bergado | C. Calayan<br>W. Carbillon<br>Y. Yamamoto   | O. Merin          | W. Berga    |  | Salsh<br>W. Carbillon |  |
| Eff./Rev. Date         |   |   |                                       |                          |   |                   | Est. date   | Octobe   | r 6, 2020             |  |

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|-----|---|--|--|--|
| No. | Work Procedure/ Illustration  | In-Charge  |  |  |
|     | 4.4 HOW TO USE BLANKING/TERMINAL OIL 4.4.1. All blanking/terminal oil bottle must have label. 4.4.2. Using small bottle drop the oil in oil pot. 4.4.3 If necessary apply oil in terminal using clean brush. Refer to WI-PRO-CNC-037  | Note: Using of Blanking/Terminal Oil in Terminal is to avoid Quality Issue like <i>Crimp Burr</i> and <i>Detached Terminal</i> |  |  |
|     | <ul> <li>4.5 IN-CASE THERE IS A CHEMICAL SPILL <ul> <li>4.5.1. Inform leader</li> <li>4.5.2. Call the attention of Leader.</li> <li>4.5.2. Leader will inform the Chemical Spill Response Team or other responsible person within the facility</li> <li>4.5.3. Before cleaning up the spill, be sure that you can do safely. You must have the right personal protective equipment, such as eye protection, and protective gloves.</li> </ul> </li> <li>Following steps should be taken during spill clean up <ul> <li>Prevent the spread of dust and vapors.</li> <li>Control the spread of liquid</li> <li>Absorb the liquid</li> <li>Add absorbents to the spill, working from the spill's outer edges toward the center</li> </ul> </li> <li>Collect and contain the clean-up residues</li> <li>Collect and contain the clean-up residues</li> <li>Keep cleanup materials separate from normal trash.  Contact the environmental health and safety officer for guidance in packaging and labeling cleanup residues.</li> <li>Decontaminate the area and affected equipment</li> </ul> |  |  |  |
| 5   | FIRST AID MEASURE  5.1 Eye Contact: In case of contact with eyes, flush immediately with plenty of cool water for at least 15 minutes while holding eyelids open. DO NOT permit victim to rub the eyes and get medical attention.   |  |  |  |
|     | 5.2 Skin Contact: Remove contaminated clothing/shoes. Wash thoroughly with soap and water. If irritation persists, contact physician.   |  |  |  |
| 6   | TRAINING AND RE-ORIENTATION:  6.1 Training / Refresher for Control of Indirect Material shall be discussed during re-certification of operatos by the Process Trainers.   |  |  |  |
|     | Proper using of Blanking/Terminal Oil in the Process  |  |  |  |
|     | Start   |  |  |  |
|     | Refill the blanking oil to small bottle.  |  |  |  |
|     | Refer to Clause 4.3   |  |  |  |
|     | Use brush to apply the blanking oil directly to terminal Refer to WI-PRO-CNC-037  Remarks: To avoid detached or crimp burr on crimp wire.   | Operator   |  |  |
|     | Have available oil in the bottle?  NO Inform Freeman or Leader to refill the bottle   | Leader / Freeman /<br>Operator   |  |  |
|     | Continue production   | Operator   |  |  |
|     | End   |  |  |  |

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