

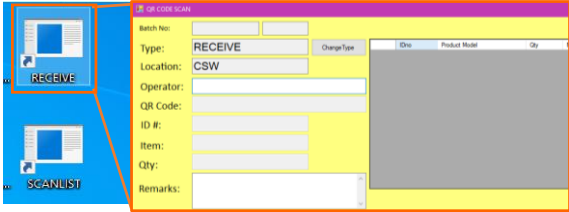
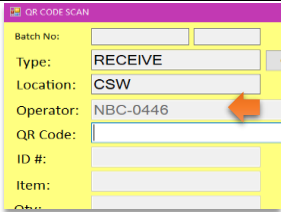



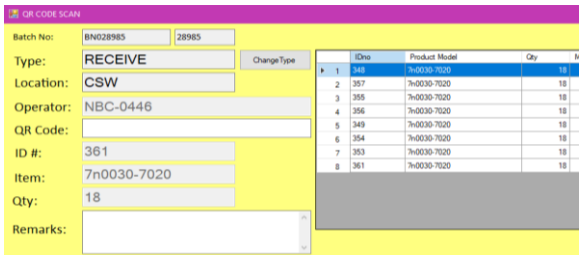
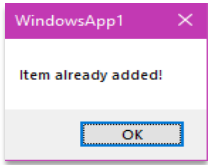
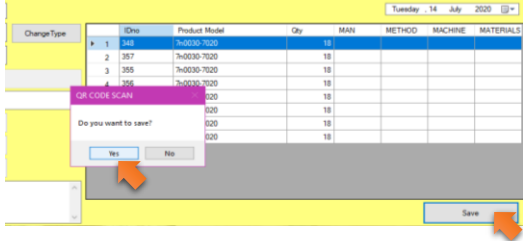




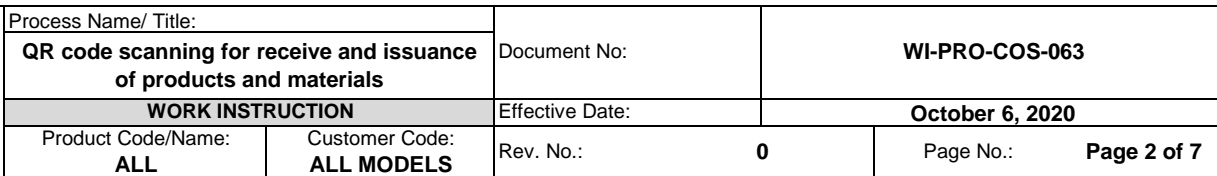


| | | | | | |
|---|--|-------------------------------------|-----------------------|------------------------|--------------------|
|  | Process Name/ Title: QR code scanning for receive and issuance of products and materials | | Document No: | WI-PRO-COS-063 | |
| | WORK INSTRUCTION | | Effective Date: | October 6, 2020 | |
| | Product Code/Name: ALL | Customer Code: ALL MODELS | Rev. No.: 0 | Page No.: | Page 1 of 7 |

| No. | Work Procedure/ Illustration | | Records/Remarks/ Quality Pointers |
|-----|---|---|--|
| | A. RECEIVING OF PRODUCTS | | |
| 1 | Receive the product from movers (Sub Assy) at the sliding door. |  | |
| 2 | Open the QR code scan "receive" from the desktop. |  | |
| 3 | Scan the QR code of in-charge assist, this will be reflected in operator portion. |   | |
| 4 | Scan the QR code in ID tag to receive the product. |   | <ul style="list-style-type: none"> A notification " item already added " will appear if scanning of product doubled. |
| 5 | Details of identification tag will be reflected on the system once QR code of ID tag scanned. |  |  |
| 6 | Save the data once done. |  | <ul style="list-style-type: none"> Only maximum of 8 ID tags are allowed to be scanned for received products prior saving. Make sure to save the data before closing the system. |
| 7 | Transfer the product to WIP controller. |  | |


| | | | | | | | |
|----------------|----------|-------------------|--------|-------|---------|------------|--|
| Eff./Rev. Date | Rev. No. | Details of change | Revise | Check | Approve | Est. date: | Prepare:  Check:  Approve:  |
|----------------|----------|-------------------|--------|-------|---------|------------|--|


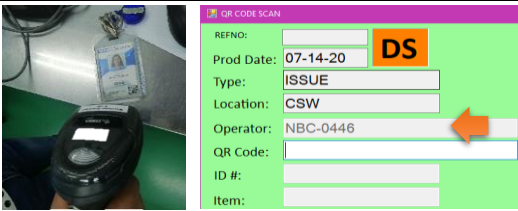
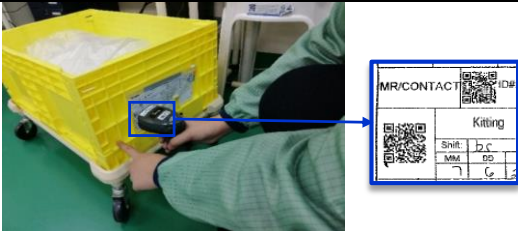
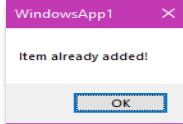
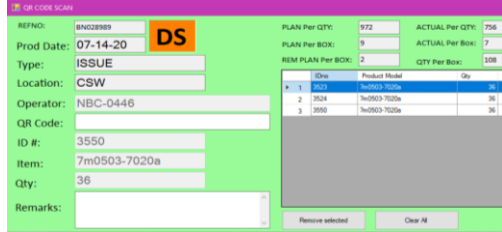
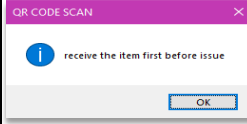
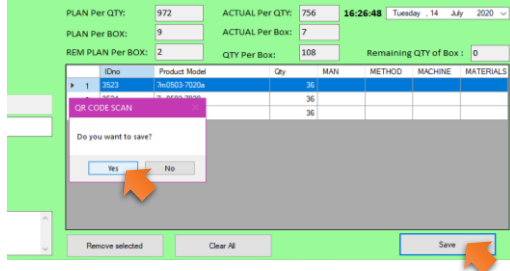

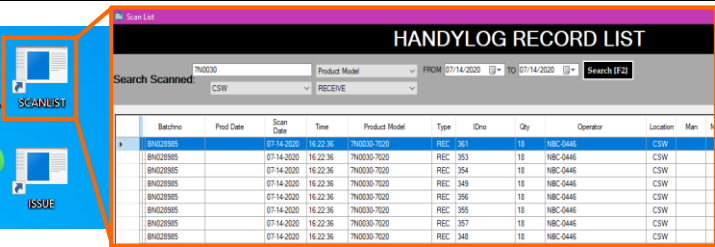



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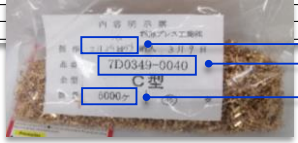
NBC (Philippines)
MASTER COPY


DCC Stamp


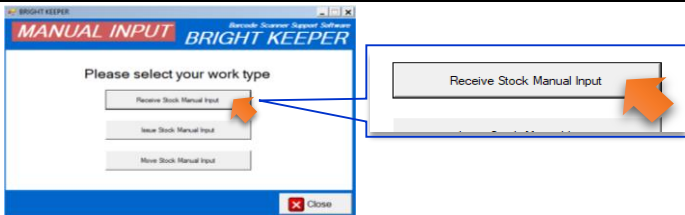
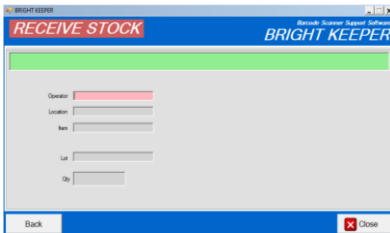
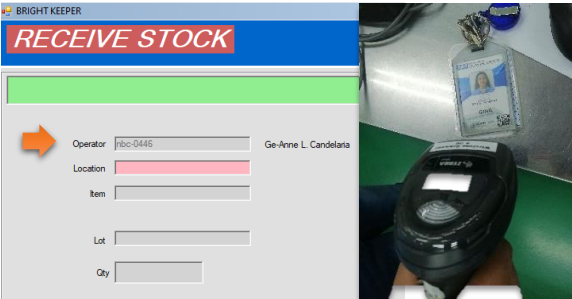
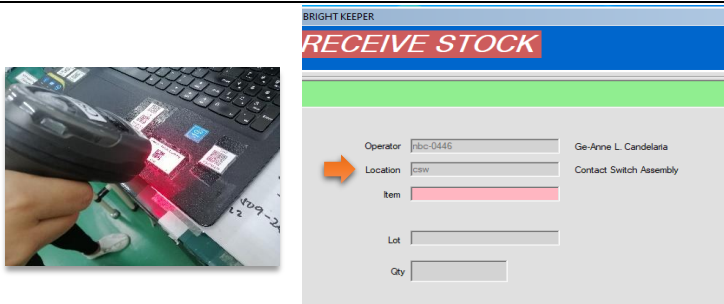

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|---|--|-----------|-----------------|-----------------|
|  | Process Name/ Title: | | Document No: | WI-PRO-COS-063 |
| | QR code scanning for receive and issuance of products and materials | | Effective Date: | October 6, 2020 |
| | WORK INSTRUCTION | | Rev. No.: | 0 |
| Product Code/Name: | Customer Code: | Rev. No.: | Page No.: | Page 3 of 7 |
| ALL | ALL MODELS | | | |


| No. | Work Procedure/ Illustration | Records/Remarks/ Quality Pointers |
|-----|---|---|
| 4 | Open the QR code scan "issue" from the desktop. |  |
| 5 | Scan the QR code of in-charge assist. This will be reflected in operator portion. |  |
| 6 | Scan the QR code in identification tag of FG box. |  <ul style="list-style-type: none"> • A notification " item already added " will appear if scanning of product doubled.  |
| 7 | Details of identification tag will be reflected on the system once QR code of ID tag scanned. |  <ul style="list-style-type: none"> • If issued products still not received, a notification " receive the item first before issue " will appear. If this encountered, follow the procedure of receiving of product.  |
| 8 | Save the data once done with scanning. |  <p>Make sure to scan all ID tag.</p> |
| 9 | Transfer the FG box to QC for inspection. |  |
| 10 | Open the "scanlist" to view all the scanned received and issued products. |  |


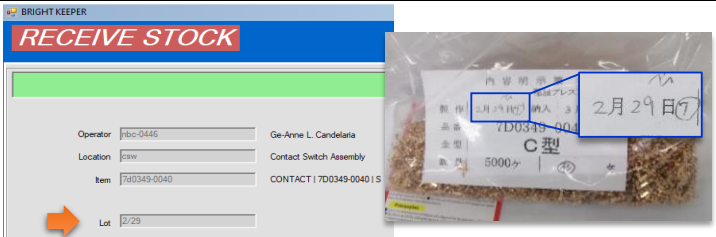
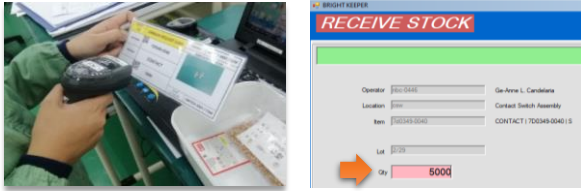

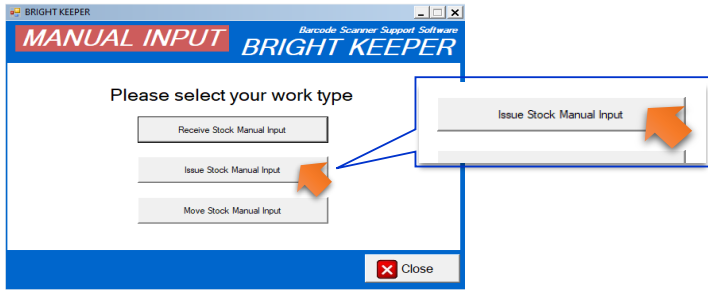
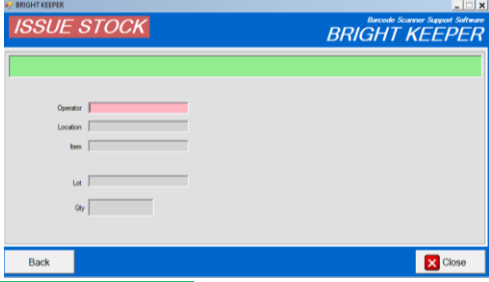
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|---|--|----------------------------------|--------------------|------------------------------|
|  | Process Name/ Title: | | Document No: | WI-PRO-COS-063 |
| | QR code scanning for receive and issuance of products and materials | | | |
| | WORK INSTRUCTION | | Effective Date: | October 6, 2020 |
| Product Code/Name: ALL | | Customer Code: ALL MODELS | Rev. No.: 0 | Page No.: Page 4 of 7 |


| No. | Work Procedure/ Illustration | Records/Remarks/ Quality Pointers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--------------------------------------|----------------------------------|----------------------------------|---------------------------------|-----------------|-----------|----------------|----------------|------------------|-----------|-----------|-------------|-----------|-------------|---------|--------|---------|-----|---------|------|---------|--------|---------|-----|---------|-------------|---------|--|--|--|--|--|--|--|--|-------|------|----------|----------|--|--|--|--|--|--|--|--|--|--|-------|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | <p>RECEIVING OF PARTS</p> <p>Upon receiving the parts, Assist must record the parts details in Parts requisition monitoring prior scanning.</p> <p>NBC (PHILIPPINES) CAR TECHNOLOGY CORPORATION</p> <p style="text-align: center;">PARTS REQUISITION MONITORING CONTACT SWITCH ASSEMBLY</p> <p style="text-align: right;">F-PRO-COS-007A-2 EFF: 02/08/19</p> <table border="1"> <thead> <tr> <th rowspan="2">Date Requested</th> <th colspan="3">Slider</th> <th colspan="3">Stator</th> <th colspan="3">Holder</th> <th colspan="2">Contact</th> <th rowspan="2">Requestor</th> <th rowspan="2">Verified by</th> </tr> <tr> <th>QTY</th> <th>LOT NO</th> <th>DATE</th> <th>QTY</th> <th>LOT NO</th> <th>DATE</th> <th>QTY</th> <th>LOT NO</th> <th>DATE</th> <th>QTY</th> <th>LOT NO</th> </tr> </thead> <tbody> <tr> <td>NS 17-22-20</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td>5,000</td><td>2/29</td> <td>J. C. M.</td> <td>J. C. M.</td> </tr> <tr> <td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td>5,000</td><td>2/29</td> <td></td> <td></td> </tr> </tbody> </table> <p>Date when parts received</p>  <p>Who received the parts (Assist)</p> <p>Leader's confirmation (signature)</p> | Date Requested | Slider | | | Stator | | | Holder | | | Contact | | Requestor | Verified by | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | NS 17-22-20 | | | | | | | | | | 5,000 | 2/29 | J. C. M. | J. C. M. | | | | | | | | | | | 5,000 | 2/29 | | | <p>Parts will receive by Assist (Parts prep) from warehouse and check the actual vs. Kanban Card prior endorsing to Assist (BK) for QR code scanning and recording of parts in Parts Requisition monitoring.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Requested | Slider | | | Stator | | | Holder | | | Contact | | Requestor | Verified by | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NS 17-22-20 | | | | | | | | | | 5,000 | 2/29 | J. C. M. | J. C. M. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 5,000 | 2/29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Actual forms used to record received parts</p> <p>NBC (PHILIPPINES) CAR TECHNOLOGY CORPORATION</p> <p style="text-align: center;">PARTS REQUISITION MONITORING CONTACT SWITCH ASSEMBLY</p> <p style="text-align: right;">F-PRO-COS-007A-2 EFF: 02/08/19</p> <table border="1"> <thead> <tr> <th rowspan="2">Date Requested</th> <th colspan="3">Slider</th> <th colspan="3">Stator</th> <th colspan="3">Holder</th> <th colspan="2">Contact</th> <th rowspan="2">Requestor</th> <th rowspan="2">Verified by</th> </tr> <tr> <th>QTY</th> <th>LOT NO</th> <th>DATE</th> <th>QTY</th> <th>LOT NO</th> <th>DATE</th> <th>QTY</th> <th>LOT NO</th> <th>DATE</th> <th>QTY</th> <th>LOT NO</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>For CSW parts</p> | Date Requested | Slider | | | Stator | | | Holder | | | Contact | | Requestor | Verified by | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | DATE | QTY | LOT NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | <p>PARTS REQUISITION MONITORING MR SWITCH ASSEMBLY</p> <p style="text-align: right;">F-PRO-MRS-004-3 EFF: 05/13/18</p> <table border="1"> <thead> <tr> <th rowspan="2">Date Requested</th> <th colspan="2">Slider</th> <th colspan="2">Housing</th> <th colspan="2">Plate</th> <th colspan="2">Spring</th> <th colspan="2">Magnet</th> <th colspan="2">Nut</th> <th rowspan="2">Requestor</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Qty</th> <th>Lot No.</th> <th>Qty</th> <th>Lot No.</th> <th>Qty</th> <th>Lot No.</th> <th>Qty</th> <th>Lot No.</th> <th>Qty</th> <th>Lot No.</th> <th>Qty</th> <th>Lot No.</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>For MR CSW parts</p> | Date Requested | Slider | | Housing | | Plate | | Spring | | Magnet | | Nut | | Requestor | Remarks | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Requested | Slider | | Housing | | Plate | | Spring | | Magnet | | Nut | | Requestor | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | Qty | Lot No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | <p>PLASTIC REQUISITION MONITORING</p> <p style="text-align: right;">F-PRO-COS-007B-2 EFF: 03/01/19</p> <p style="text-align: center;">MR / CONTACT SWITCH ASSEMBLY</p> <table border="1"> <thead> <tr> <th rowspan="2">Date Requested</th> <th>Plastic for Contact (per piece)</th> <th>Plastic for MR/Contact (per lot)</th> <th>Plastic for MR/Contact (output)</th> <th>Partition Board</th> <th rowspan="2">Requestor</th> </tr> <tr> <th>30*190*0.035mm</th> <th>280*420*0.03mm</th> <th>1500*1500*0.02mm</th> <th>13.5*20mm</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>For received plastic</p> | Date Requested | Plastic for Contact (per piece) | Plastic for MR/Contact (per lot) | Plastic for MR/Contact (output) | Partition Board | Requestor | 30*190*0.035mm | 280*420*0.03mm | 1500*1500*0.02mm | 13.5*20mm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Requested | Plastic for Contact (per piece) | | Plastic for MR/Contact (per lot) | Plastic for MR/Contact (output) | Partition Board | Requestor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30*190*0.035mm | 280*420*0.03mm | 1500*1500*0.02mm | 13.5*20mm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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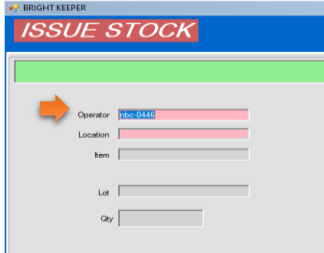

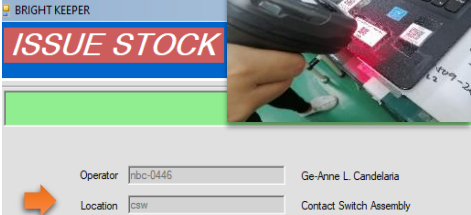

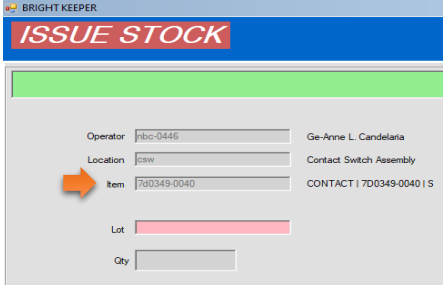
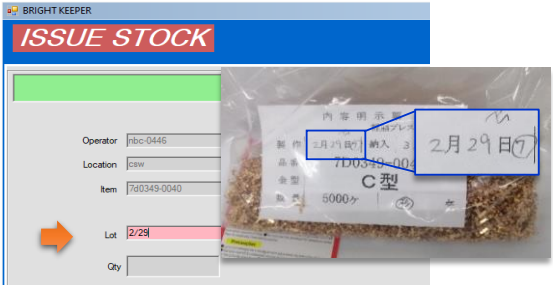


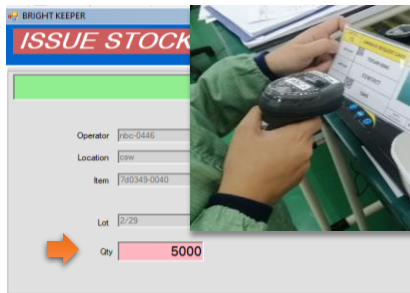
| | | | | | |
|---|--|-------------------------------------|-----------------------|------------------------|--------------------|
|  | Process Name/ Title: QR code scanning for receive and issuance of products and materials | | Document No: | WI-PRO-COS-063 | |
| | WORK INSTRUCTION | | Effective Date: | October 6, 2020 | |
| | Product Code/Name: ALL | Customer Code: ALL MODELS | Rev. No.: 0 | Page No.: | Page 5 of 7 |

| No. | Work Procedure/ Illustration | | Records/Remarks/ Quality Pointers |
|-----|---|--|--------------------------------------|
| 1 | SCANNING OF RECEIVED PARTS | | |
| | To scan the received parts, open the "BrightKeeper" from the desktop then click "Manual input". |  | |
| | Choose "Receive Stock Manual Input". |  | |
| | Receive stock window will open. |  | |
| | Scan the QR code of in-charge assist. It will be reflected in operator portion |  | |
| | Scan the CSW QR code for the location of production. |  | |
| | Scan the QR code of the parts from kanban request card. |  | |

| | | | | | |
|---|--|-------------------------------------|-----------------------|------------------------|--------------------|
|  | Process Name/ Title: QR code scanning for receive and issuance of products and materials | | Document No: | WI-PRO-COS-063 | |
| | WORK INSTRUCTION | | Effective Date: | October 6, 2020 | |
| | Product Code/Name: ALL | Customer Code: ALL MODELS | Rev. No.: 0 | Page No.: | Page 6 of 7 |

| No. | Work Procedure/ Illustration | | Records/Remarks/ Quality Pointers |
|---------------------------------|--|--|--|
| 4 | Part name and number will be recorded on the system. |  | |
| 8 | Manually input the lot number from the label attached in sealed parts. |  | |
| 3 | Scan the QR code of quantity in kanban request card. It will be recorded in qty portion. |  | Assist (BK) will return the parts to Assist (Parts prep) after scanning. |
| SCANNING OF ISSUED PARTS | | | |
| 1 | To scan the parts for issue to the line, open the "BrighKeeper" from the desktop. |  | Parts for scan will be coming from Assist (Parts prep). |
| 2 | Choose "Issue Stock Manual Input". |  | |
| 3 | Issue stock window will open. |  | |

| | | | | | |
|---|--|-------------------------------------|-----------------------|-----------------|--------------------|
|  | Process Name/ Title: | | Document No: | WI-PRO-COS-063 | |
| | QR code scanning for receive and issuance of products and materials | | | | |
| | WORK INSTRUCTION | | Effective Date: | October 6, 2020 | |
| | Product Code/Name: ALL | Customer Code: ALL MODELS | Rev. No.: 0 | Page No.: | Page 7 of 7 |

| No. | Work Procedure/ Illustration | | Records/Remarks/ Quality Pointers |
|-----|---|---|--|
| 1 | Scan the QR code of in-charge assist. It will be reflected in operator portion. |   | |
| 2 | Scan the CSW QR code for the location of production. |   | |
| 3 | Scan the QR code of the parts from kanban request card. |  | |
| 4 | Part name and number will be recorded on the system. |  | |
| 5 | Manually input the lot number from the label attached in sealed parts. |   | |
| 6 | Scan the QR code of quantity in kanban request card. |   | Assist (BK) will return the parts to Assist (Parts prep) after scanning. |