
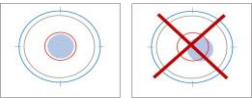




	Process Name/ Title:		Document No:	WI-PRO-COS-065	
	Use of weighing scale for parts preparation		Effective Date:	March 5, 2021	
	WORK INSTRUCTION		Rev. No.:	1	
Product Code/Name:	Customer Code:	Rev. No.:	Page No.: Page 1 of 3		
ALL	ALL				


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p>Plug the weighing scale into the socket.</p> <p>There should be an asterisk [*] displayed to indicate that weighing scale has power.</p> 	<p>Ensure that the air bubble is at the center of red circle to secure the exact level of balance.</p>  <p>Weighing scale must be placed where it will not wobble or move.</p>
2	<p>Turn on the weighing scale by pressing the power icon.</p> 	
3	<p>A display will appear, check if any missing indicators or unit parts.</p> 	
4	<p>Press the function key one at a time until reach the desired measurement.</p> <p>Choose [Pcs] measurement to set the weight of a piece of material (ex. Stator) that needs to count.</p> 	<p>The scale display the units in the following order:</p> <p>[g] → [ct] → [pcs] → [%]</p>
5	<p>Placed the tray at the top of measuring pan. This can be used to hold the materials with many quantity.</p> 	






March 5, 2021	1	Replaced tray used from blue tray to clear type tupperware.	A.Ayop	D. Cornero	O.Merin	Prepare	Check	Approve
Jan.19,2021	0	Newly established procedure.	A. Ayop	D. Cornero	O.Merin	A.Ayop	D.Cornero	O.Merin
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date: 01/19/2021		

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DCC Stamp

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No.	Work Procedure/ Illustration 1		Records/Remarks/ Quality Pointers
6	<p>To start counting, sampling must be done first to identify the average weight of the item.</p> <p>Start with pressing Zero/Tare to reset the indication to zero.</p>		<ul style="list-style-type: none"> <li>Always press Zero/Tare every start of measurement for new item.</li> <li>Ensure that weighing scale or box is empty.</li> <li>Measurement mode is on Pcs.</li> </ul>
7	<p>Press set key to start sampling the item. Blinking "on 10" (10 samples) will appear on the screen.</p>		
8	<p>Choose how many samples needed during sampling by pressing Tare/Zero key.</p> <p>(ex. 10 samples)</p>		<p>Sampling number can be changed by pressing Zero/Tare key one at a time.</p> <p>10→30→50→100</p>
9	<p>Load the number of samples displayed at the center of the measurement pan then press again the set key.</p>		<p>Count the samples precisely.</p>
10	<p>Press memory key. The scale saves the unit weight / samples average weight then returns to measurement mode.</p>		<p>When [M] flashes it means saving is on going.</p> <p>Only one (1) sampling is allowed to save. To measure other items return to process # 6.</p>



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No.	Work Procedure/ Illustration 1		Records/Remarks/ Quality Pointers
6	Remove the sample to start the counting.		
7	Load the parts for counting.		Ensure that measurement is on Pcs mode.

#### Measuring parts weight (if needed)

1	<p>Start with pressing the function key and choose <b>[g]</b> mode.</p> <p>Press Zero/Tare to reset the indication to zero.</p>												
2	<p>Load one piece of material to be weighed.</p>		<p>Matrix per material weight:</p> <table><thead><tr><th>Material</th><th>Weight</th></tr></thead><tbody><tr><td colspan="2">1. Stator</td></tr><tr><td>Common</td><td>0.38 g</td></tr><tr><td>with dot</td><td>0.38 g</td></tr><tr><td>3 holes</td><td>0.40 g</td></tr></tbody></table>	Material	Weight	1. Stator		Common	0.38 g	with dot	0.38 g	3 holes	0.40 g
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Common	0.38 g												
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3	<p>Scale will now display the actual weight of the material.</p> <p>Compare the matrix per material if correct.</p>		<table><tbody><tr><td colspan="2">2. Holder</td></tr><tr><td>Black</td><td>0.50 g</td></tr><tr><td>White</td><td>0.45 g</td></tr><tr><td>3. Housing</td><td>1.24 g</td></tr><tr><td>4. Plate</td><td>1.76 g</td></tr></tbody></table>	2. Holder		Black	0.50 g	White	0.45 g	3. Housing	1.24 g	4. Plate	1.76 g
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