
	Process Name/ Title:		Document No:	WI-PUM-PUR-006	
	Preparation of PCR		Effective Date:	July 26, 2021	
	WORK INSTRUCTION		Rev. No.: 1	Page No.: Page 1 of 2	
Product Code/Name: N/A		Customer Code: N/A			

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers																																																											
1	Once we received any information from Supplier regarding change of materials, manufacturer, machine and method related to their product which they deliver to us, Purchasing in-charge shall prepare PCR for information internally and to ask approval of customer.																																																												
2	At first, Purchasing in-charge shall check the affected models and make a list for the respective customer. Sample:	Important: Double check in cutting ledger or ask Engineering - new model in-charge if the affected models are all correct.																																																											
3	<p>Prepare Changing Point List.</p> <p>Purchasing in-charge shall fill up the date when it will be issue, PCR number and the changes for Machine, Method, Material, Environment& others. Before and after changes shall be reflected and also if there will be an important affected quality characteristics or concerns.</p> <p style="text-align: center;"><u>Changing points list</u></p> <p>purpose of the list : clarify the changing point of process change, preventing overlooking important points to notice</p> <table border="1"> <tr> <td colspan="2">date of issue</td> <td>2019.03.20</td> </tr> <tr> <td colspan="2">issued by</td> <td>NBC Philippines</td> </tr> </table> <table border="1"> <tr> <td colspan="2">PCR No. : KH01-0019</td> <td></td> </tr> <tr> <th>category</th> <th>Item</th> <th>affected quality characteristics / concerns</th> </tr> <tr> <td rowspan="6">設備 Machine</td> <td>Machine</td> <td>NBC 1sideline</td> </tr> <tr> <td>Injection/Casting machine</td> <td>1sideline to Kyosha Kyushu Factory</td> </tr> <tr> <td>Equipments (conveyor etc)</td> <td>-</td> </tr> <tr> <td>Inspection equipments</td> <td>-</td> </tr> <tr> <td>Mold</td> <td>-</td> </tr> <tr> <td>Jigs/Tools</td> <td>-</td> </tr> <tr> <td rowspan="8">方法 Method</td> <td>Location</td> <td>NBC Electronic Division</td> </tr> <tr> <td>Processing Condition</td> <td>Based on Work Instruction</td> </tr> <tr> <td>Process Method</td> <td>Etching</td> </tr> <tr> <td>Inspection location/surroundings</td> <td>NBC Electronic Division</td> </tr> <tr> <td>Inspection method</td> <td>Visual</td> </tr> <tr> <td>Inspection contents</td> <td>Appearance</td> </tr> <tr> <td>Inspection frequency</td> <td>100%</td> </tr> <tr> <td>Material</td> <td>-</td> </tr> <tr> <td rowspan="3">材料 Material</td> <td>Material maker/supplier</td> <td>N/A</td> </tr> <tr> <td>Material grade</td> <td>-</td> </tr> <tr> <td>Sub materials</td> <td>-</td> </tr> <tr> <td rowspan="3">環境 Environment</td> <td>Stock location</td> <td>NBC Electronic Division</td> </tr> <tr> <td>Packing Condition</td> <td>Band winding packing</td> </tr> <tr> <td>Transportation route</td> <td>Pushcart in Process</td> </tr> <tr> <td>その他 Others</td> <td></td> <td></td> </tr> </table> <p>* Items without changes should be mentioned "No change" 読者宛理北 <様式-31> BMQ-421-08(2012.01.27表訂)</p>	date of issue		2019.03.20	issued by		NBC Philippines	PCR No. : KH01-0019			category	Item	affected quality characteristics / concerns	設備 Machine	Machine	NBC 1sideline	Injection/Casting machine	1sideline to Kyosha Kyushu Factory	Equipments (conveyor etc)	-	Inspection equipments	-	Mold	-	Jigs/Tools	-	方法 Method	Location	NBC Electronic Division	Processing Condition	Based on Work Instruction	Process Method	Etching	Inspection location/surroundings	NBC Electronic Division	Inspection method	Visual	Inspection contents	Appearance	Inspection frequency	100%	Material	-	材料 Material	Material maker/supplier	N/A	Material grade	-	Sub materials	-	環境 Environment	Stock location	NBC Electronic Division	Packing Condition	Band winding packing	Transportation route	Pushcart in Process	その他 Others			Note: If the information is in Japanese language, Purchasing in-charge shall ask the help of translator in preparing Changing Point List.
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4	<p>Prepare the application form for the affected customer.</p> <p>Purchasing in-charge shall reflect representative part number, PCR rank based on customer matrix, Part Name, implementation when will be the first delivery to customer, ask the help of Planning Supervisor for the simulation to consider the inventory of WIP and Finished Goods, Change item, Cost impact, Reason of Changes, Previous Process, New Process and Affected Quality Characteristic or Concerns. For TRP Form, need to reflect the schedule of implementation.</p> <p>4.1 Reference for PCR Form of each Customer:</p> <p>4.1.a. TRQSS ▶ Form QC-F-039</p> <p>4.1.b. TRP ▶ QC-FM-010</p> <p>4.1.c. TRJ ▶ BMQ-421</p> <p>4.2 Use below reference for PCR Rank Matrix.</p> <ul style="list-style-type: none"> NBP-EXT-A-047 TRAM SQAM (Supplier's Quality Assurance Manual) page 19 to 20. 	Note: TRQSS/TRP/TRMX have their provided application form. Make sure to attach the list of all affected model per Customer reflecting the latest Part Number.																																																											

07/26/2021	1	Change Statement under Work Instruction # 4 and removed Work Instruction # 8.	M. Cruzat	N. de Villa	N. de Villa	Prepare	Check	Approve
11/25/2019	0	Initial Issue	M. Cruzat	N. de Villa	N. de Villa	M. Cruzat	N. de Villa	N. de Villa
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	11/25/2019	

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5	<p>If all the documents already done, Purchasing in-charge shall ask approval of all concern Managers and Director/ General Manager through Document progress control slip.</p> <p>Sample filled up form:</p> <div data-bbox="376 425 975 1153"> <p align="center"><u>Document progress control slip</u></p> <p align="right">(yymmmdd) issue date 190708</p> <p>input from <u>NBC Japan</u> issued by <u>Melody Cruzat</u></p> <p>due date <u>July 11, 2019</u> ref. document no. <u>K19-023</u></p> <div> <p>comment</p> <p>POR for the Renewal of Mold from #22 to #25 (shape dimension) for 7K0575-0022 at start production.</p> </div> <p>preparer</p> <p>issue (signature) <u>Melody Cruzat</u> (put the name of PIC and due date on below blank when issuing)</p> <p>signature [prepared] <u>Naomi De Villa (Purchasing Manager)</u> due date <u>July 9, 2019</u></p> <p>signature [checked] <u>Kenya Funaki (Planning Manager)</u> due date <u>July 9, 2019</u></p> <p>signature [checked] <u>Oliver Merin (Production Manager)</u> due date <u>July 10, 2019</u></p> <p>signature [checked] <u>Akio Shimamura (Engineering Manager)</u> due date <u>July 10, 2019</u></p> <p>signature [checked] <u>Eduin Mondasa (QA Manager)</u> due date <u>July 10, 2019</u></p> <p>signature [checked] <u>Alvin Arañer (Senior Manager)</u> due date <u>July 10, 2019</u></p> <p>signature [approved] <u>Satoru Toyakima (Director/General Manager)</u> due date <u>July 11, 2019</u> Please return this form at to issuer with the document.</p> <div> <p>comment/instruction</p> </div> <p align="center">after sending reply for input, scan this form with external documents and save it in common server. Ncomman-1023 external document control</p> </div>	<p>Note:</p> <p>Make sure to reflect the due date for all the approver.</p>
6	<p>Once signature already completed in Document progress control slip and in PCR application form of the Customer, all documents should be forwarded to QA Manager/Supervisor so that he/she could inform the affected Customer for the applied PCR.</p>	
7	<p>Purchasing incharge shall immediately request from the concern Supplier the PPAP Submission required by Customer. Requirements are as follows:</p> <ul style="list-style-type: none"> • Process flow diagram • Process FMEA • Dimensional Results • Material/Performance Test Result • Control Plan • Sample Part (n=5) • TRJ approval if raw materials is supplied by NBC Japan <p>If all the requirements already completed/received, forward immediately to QA Manager/Supervisor.</p>	