


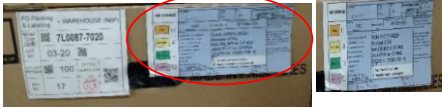
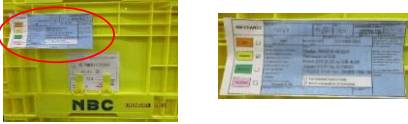







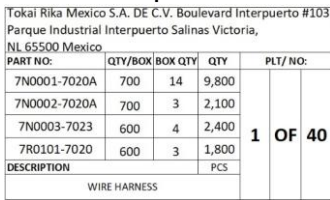
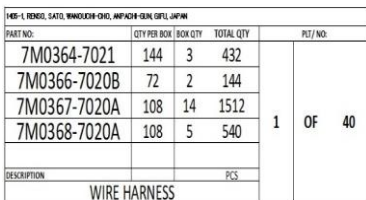











| No. | Work Procedure/ Illustration | Records/Remarks/ Quality Pointers |
|-----|---|---|
| 2 | <p>Shipment Preparation</p> <p>2.1 Creation of Shipment Documents</p> <p>A. Warehouse clerk/staff/Asst. Supervisor/Supervisor will receive firm order from customer service PIC (SEA/AIR Shipment). These can also be access at RFIP (Request for Invoice Preparation) through Kintone.</p> <p>B. Warehouse clerk/staff/Asst. Supervisor/Supervisor will provide pallet allocation plan and skid label as reference of warehouseman in FG preparation (SEA/AIR Shipment).</p> <p>2.2 Air Shipment Documents</p> <p>A. Air shipment occur when there is an urgent requirement of customer, example;</p> <ul style="list-style-type: none"> > Urgent extra requirement > New product sample. > Tools and other machine parts <p>Note: For TRQSS air shipment there are two cases;</p> <ol style="list-style-type: none"> 1. With PO and registered in TRQSS Portal - that needs NBP tag and barcode label that is produced from TRQSS portal. The barcode label is provide by warehouse clerk. 2. With/without PO and not register in portal - for this case PIC from section origin of shipment item is the one who prepare the shipment tag and give to warehouse for label attachment. <p>Same treatment for Japan, Mexico and other customer.</p> <p>2.3 Shipment Preparation</p> <p>2.3.1 Sea Shipment</p> <p>A. Warehouseman shall confirm FG customer order based on pallet allocation.</p> <p>B. Warehouseman will pick the confirmed items for shipment based on pallet allocation list.</p> <p>C. Placed all picked items on prepared pallet for shipment with designated shipment cone color coding (TRQSS - white / NBC - orange / TRMX - pink)</p> <p>D. Arrange all picked items for shipment into 36 boxes as standard full pallet in TRQSS while, 24 boxes in NBC and TRMX.</p> <p>2.3.2 Air Shipment</p> <p>A. Warehouseman shall received items coming from other section for export shipment.</p> <p>B. Check all necessary documents</p> <div>  </div> <p>2.4 Attachment of Labels</p> <p>E. After the completion of shipment customer order. Checking and record of PCR label for creation of PCR tag and endorse to warehouse clerk/staff.</p> <p>F. Warehouse clerk/ staff is in-charge in creating shipment labels.</p> <p>G. Item needed for portal encoding: Product name, Lot#, shipment date, quantity per box, box number and pallet number</p> <div>  </div> <p>Note: Attach 1/4 or 1/2 size of scotch tape on labels , put it on the left side for convenience of TRQSS. (Remaining right side is free)</p> <p>H. Warehouseman will attach barcode label and customer special tag on the box.</p> <p>> PCR number is provided when an item has change design, material grade, process, etc.</p> | <p>Note: Any discrepancy found report to immediate superior, practice "STOP CALL WAIT".</p> <p>FIFO arrangement refer to WI-WHS-FGW-003 page 4</p> <p>GL-WHS-FGW-001 Customer Special Tag</p> <p>GL-WHS-FGW-008 Shipment Label Process</p> |


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|  | Process Name/ Title: | | Document No: | WI-WHS-FGW-001 | |
| | Finished Goods Process | | Effective Date: | April 25, 2025 | |
| | WORK INSTRUCTION | | Rev. No.: | 13 | Page No.: |
| | Product Code/Name: | Customer Code: | 3 of 5 | | |
| | Common | N/A | | | |

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| | <div> <div> PCR Number Attachment (Special Instruction) in TRQSS  </div> <div> PCR Number Attachment (Special Instruction) in NBC  </div> </div> <p> > During shipment preparation and encountered a special label like on sample photo, need to record in monitoring and attach an Engineering Level Change (Orange Tag). </p> <p> > Need to attach HATSUMONO tag, on certain item's first shipment. > For Japan shipment need to attach Change tag in 3 shipment. > Yellow Tag for PCR, while Blue for abnormality tag. </p> <p>2.5 Label replacement and POKAYOKE</p> <p>A. Conduct barcode scan checking before replacing the warehouse tag (POKAYOKE).</p> <div> <div> <p>STEP 1</p>   <p>Scan QR code in FG Warehouse Tag</p> </div> <div> <p>STEP 2</p>   <p>Scan the QR code in TRQSS label</p> </div> </div> <p> ¹³>If the scanner alarm, it means FG warehouse tag and shipment barcode label is not tally or it has different part number. Report immediate to superior for checking, and to reset the alarm by entering password. Password shall be safety kept by authorized person only(Warehouse Asst.Supervisor/Supervisor/Manager), this is to ensure that checking is conducted. </p> <p> > If QR code already scan the scanner will pop up a notification. (The same data already exist. Check the input data.) </p> <p>B. Once done scanning on one pallet, put green cone on the top of pallet and continue scanning on the next pallet. Repeat the cycle for all the remaining pallets.</p> <div>   <p><i>Note: Small green cone indicates that the pallet is done with the Poka-yoke and is ready for outgoing final checking</i></p> </div> <p> ¹³C. After Poka-yoke, warehouseman will remove the warehouse tag. D. Attach the skid label following the checking of its skid number vs. pallet number. Continue the process up until the last pallet. </p> <div> <div> <p>Sample Skid Labels</p>  <p>TRQSS</p> </div> <div>  <p>TRMX</p> </div> <div>  <p>NBC</p> </div> </div> | <p>GL-WHS-FGW-001 Customer special Tag</p> |

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| 3 | PACKAGING OF FINISHED GOODS 3.1 Palletizing (Sea Shipment) <p>A. After attachment of mix load, skid labels, warehouseman will proceed final shipment checking.</p> <p>B. After confirmation of final checking shipment, warehouseman will complete the palletizing process by covering of carton cover pads, applying corner post, wrapping of stretch film, strapping and double stacking.</p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;">    </div> <p style="text-align: center;">Sample A Sample B</p> <p>> Must be at least 90 degree to avoid loose of strap</p> <p>> Not slant PP strap in pallet</p> <p>> Strap must be fit and tight in skid for protection to avoid collapse when transferring</p> 3.2 Loose cargo(Air shipment) <p>A. Warehouseman will check the condition of packaging of all export items coming from other section.</p> <p>B. All items for export coming from other section will be warehouse responsibility for packaging to secure the quality during in transit until destination.</p> | <p>* Skid Summary sheet or MIXED LOAD label should be covered by stretch film for protection.</p> <p>* Stretch film ; 4 wrap at base of the skid and remaining is 3 wrap until on the top of cargo.</p> <p>CHECK①; Item Qty (RFIP, pallet allocation)</p> <p>CHECK②; Pallet must be 100% plywood used for TRQSS/TRMX and blue pallet for NBC</p> |
| 4 | LOADING OF FINISH GOOD 4.1 Container Inspection <p>A. Once the container has arrive, conduct inspection inside the container.</p> <p>Note: During container checking, if encountered container abnormality, call the immediate superior to check and verify.</p> <p>> Always take picture the process of container inspection, container seal, loading of items and dispatching of goods. This is for evidence and for sending to Impex staff to feedback in forwarder.</p> <p>> Incase that repaired found in side wall, front wall or in ceiling, check the sealing that was made in repair and make sure that no leak of light.</p> <p>B. After conducting container inspection, position the container in loading bay area.</p> <p>C. Fill out the Container Loading Plan, by indicating the exact location of pallets once placed inside the container.</p> <p>△13 D. Fill out complete details of the warehouse shipment process report to assure the completeness of shipment.</p> 4.2 Actual Loading <div style="display: flex; justify-content: space-around;">   </div> <p>Note: The forklift operator shall ensure that damaged packaging are not loaded for transport (broken straps, Incomplete Stretch film). These are to be repaired by the forklift operator or returned back to shipment preparation area for re-strapping before it can be loaded.</p> <p>△134.3 Dispatching <p>A. When shipment is ready for loading (by air, by sea, and local delivery) the dispatching PIC will conduct checking of all necessary documents.</p> <p>B. Use Shipping dispatch checklist for the verification of checking.</p> <p>> Fill out corresponding space for the check point before dispatch the shipment.</p> <p>> Dispatching in charge must not be the person in charge in shipment preparation.</p> </p> | <p>F-WHS-015 Container Inspection</p> <p>GL-WHS-FGW-009</p> <p>△13 F-FGW-006</p> <p>F-FGW-004</p> <p style="color: red;">Guard presence is required during the shipment loading and dispatching.</p> |

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|-----------------------------------|--|-----------------------------------|--|--|----------|---------|---------|-----|--------|---------|-----|------------|------------|-------|------------|------------|------|---------|---------|--|
| 5 | <p>>Packing list must be receive on the day of loading for the checking of actual vs. packing list. C. Other documents needed in the shipment including the PEZA documents and E-tracc will be issued by IMPEX personnel.</p> <div>  <p>This portion is for Impex PIC</p> <p>This portion is for dispatching PIC</p> <p>Sign by Impex PIC</p> <p>Sign by dispatching In-charge</p> <p>Sign by trucking representative that all check point is completely perform</p> </div> <p>FG Stocks Inventory</p> <p>1. Daily Inventory</p> <p>13 Warehouse clerk/staff/asst. supervisor/supervisor will conduct daily inventory activity(actual vs. FG stock monitoring and bright keeper).</p> <p>Note:</p> <p>a1 . If inventory is lower than minimum stock required, report immediately to CS Planning clerk/Supervisor.</p> <p>a2. If inventory exceed in maximum quantity required, inform CS Planning clerk/Supervisor. All FG that exceed in each location, must be locate in designated OVER FLOW location.</p> <p>a3. Minimum and maximum stock quantity, is based in shipment plan forecast provided by the customer.</p> <p>B: Stock level upon shipment finish;</p> <table border="1"> <thead> <tr> <th colspan="3">Standard Stock Level per Customer</th></tr> <tr> <th>Customer</th><th>Minimum</th><th>Maximum</th></tr> </thead> <tbody> <tr> <td>TRP</td><td>5 days</td><td>10 days</td></tr> <tr> <td>NBC</td><td>1 shipment</td><td>3 shipment</td></tr> <tr> <td>TRQSS</td><td>1 shipment</td><td>3 shipment</td></tr> <tr> <td>TRMX</td><td>2 weeks</td><td>4 weeks</td></tr> </tbody> </table> <p>13 b1. Warehouse clerk/staff/supervisor will update the inventory in FG monitoring upon shipment is finish. (This is for stock out)</p> <p>13 b2. Warehouse clerk/staff will update every day the inventory in FG monitoring for the stock in. Stock in data reference came from scan data everyday provided by warehouseman. After update the FG monitoring data will send to all concern section for transparent information.</p> <p>Warehouse clerk/staff/assistant supervisor/supervisor are in-charge for updating the FG monitoring.</p> <p>b3. CS Planning clerk/Supervisor will check the updated FG monitoring and consider it in updating NBP Progress Report where the stock level per model and per Customer is reflected.</p> <p>2. Monthly Inventory</p> <p>Warehouse clerk/staff/asst. supervisor/supervisor will conduct monthly inventory activity(actual vs. FG stock monitoring and bright keeper).</p> <p>A. Warehouseman conduct scanning of all FG stocks based on the given cut off time of monthly inventory.</p> <p>13 B. After scanning, warehouse clerk/staff/asst. supervisor/supervisor consolidate all FG scanned items for updating to FG Stock inventory.</p> <p>C. Warehouse staff/asst. supervisor/supervisor shall send the result of FG inventory to QC PIC for verification.</p> <p>D. QC will send back the result of their checking to warehouse.</p> <p>13 E. After checking of QC, Warehouse Clerk/Staff/Asst. Supervisor/Supervisor will send the FG final inventory result to accounting for final monthly report.</p> | Standard Stock Level per Customer | | | Customer | Minimum | Maximum | TRP | 5 days | 10 days | NBC | 1 shipment | 3 shipment | TRQSS | 1 shipment | 3 shipment | TRMX | 2 weeks | 4 weeks | |
| Standard Stock Level per Customer | | | | | | | | | | | | | | | | | | | | |
| Customer | Minimum | Maximum | | | | | | | | | | | | | | | | | | |
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| TRQSS | 1 shipment | 3 shipment | | | | | | | | | | | | | | | | | | |
| TRMX | 2 weeks | 4 weeks | | | | | | | | | | | | | | | | | | |