No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers

I. OBJECTIVE:

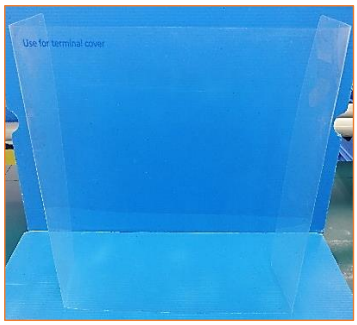
The objective of this work instruction is to cleary explain and define the purpose of terminal cover and to elaborate the process flow and control within each the process.

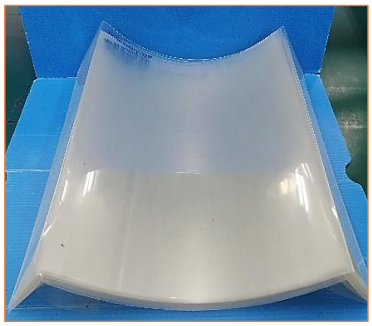
II. SCOPE

3 This procedure shall apply to production (Kitting, Sub-Assembly, Hotmelt & Contact Switch) and QC Sub-assy ATO. Putting of terminal cover scope: All boxes except for Steering & SAKI Models.

III. DEFINITION

A. Terminal Cover Description





TERMINAL COVER- is used to cover on the terminal of the inserted and assembled product to avoid terminal deformation and damage on wire.

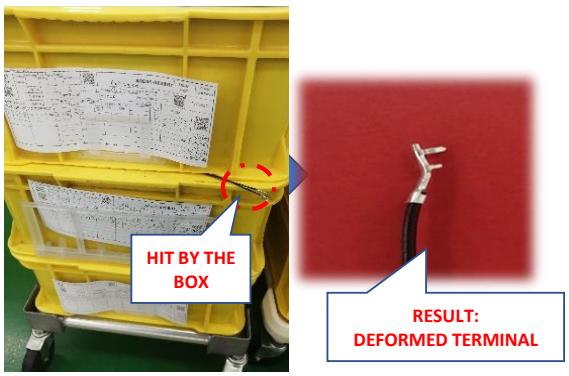
SPECS:
PET FILM Transparent with print (considered anti-statics)
Size: 450mm x 300mm x 250u microns

SCOPE USAGE: 3
ALL BOXES EXCEPT STEERING & SAKI MODELS

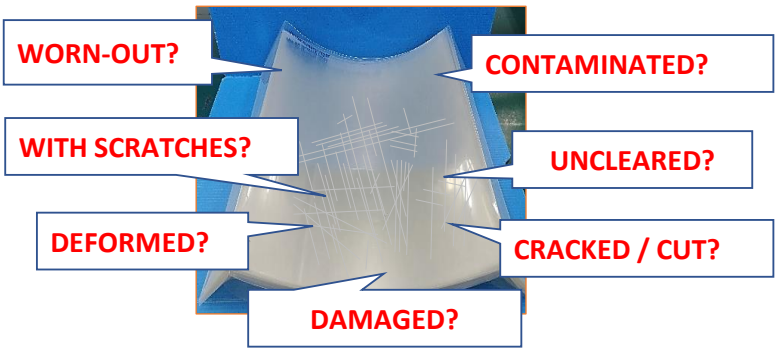
B.How To Use the Terminal Cover

COVERING THE TERMINAL PART

RISKS IF NO TERMINAL COVER



IV. TREATMENT ON DAMAGE TERMINAL COVER



WHAT TO DO?

1. Do not use.
2. Contained and request for replacement.
3. Surrender to kitting to contained.
4. Separate from the Good Cover.
5. Report to controller -kitting process.

Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Noted	Prepare	Check	Approve
02/03/2022	3	Transfer WI-PRO-ASY-162 to WI-PRO-KIT-002 . Change the allocation of terminal cover and add ATO 1HC to use terminal cover	D. Caraig	D. Cornero	O. Merin	-	D. Caraig	D. Cornero	O. Merin
09/12/2020	2	More detailed work instruction including the control per each process, treatment, objective and scope	C. Diaz	W. Carbillon	O. Merin	S.Toyoshima			
10/10/2019	1	Add details pertaining to applicable process and detailed procedure of using terminal cover	C. Diaz	W. Carbillon	O. Merin	-			
							Est. date	09/21/2019	

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No.	Work Procedure/ Illustration			QUALITY POINTERS/ REMARKS
TERMINAL COVER FLOW	Work Procedure/ Illustration		PIC	

PROCESS: KITTING

START

Get the terminal cover on its location at kitting area.
Where: under the kitting table.

→ A

Bring terminal cover to Parts Prep Area.
Where to put: under each

After Parts Preparation Process, place the terminal cover on every kitted parts.
Note: *All **SAKI and all Steering** Models are not required to put terminal cover.* 3
Where: inside the box
How: covering the terminal part

Double check the presence of terminal cover then deliver the kitted parts to Sub-assy.

Is terminal cover available in the box?

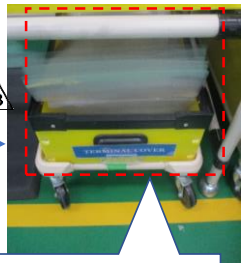
NO → Get terminal cover at kitting area, if none, collect from HM and CSW

YES

3

Getting the terminal cover

3



Putting under the working table

GOOD

After Preparation, put the terminal cover inside the

Terminal were totally protected by terminal cover.

NG

HIGH RISK OF DEFORMATION

No terminal cover.
Exposed wire outside the box.

Kitting Parts Preparation Operator

Kitting Movers

1. No missing terminal cover
2. No deform terminal
3. No wrong orientation of terminal cover

Note: ***All STEERING and all SAKI Models are not required to put terminal cover.*** 3

PROCESS: SUB-ASSEMBLY

Start sub-assembly process.

WHERE TO PUT: set aside the terminal cover inside the box

After completion, put the terminal cover at the top of terminal part.
Note: Do not remove the terminal cover

Collect parts and double check the presence of terminal cover before moving to QA.

Is terminal cover available in the box?

NO → Feedback to sub-assy movers and ask for the terminal cover

YES

Move the assembled parts at QA area.

B

GOOD

During Assembly

Terminal Cover is set aside inside the box

After

Terminal is protected by Terminal cover

NG

Possible hit by the box due to no terminal cover

HIGH RISK OF DEFORMATION

Wrong orientation of terminal cover

EFFECT IF NO TERMINAL COVER: DEFORMED

Sub-assy Operator

Sub-assy Movers

1. No missing terminal cover
2. No deform terminal
3. No wrong orientation of terminal cover (must fully covered the terminal part)

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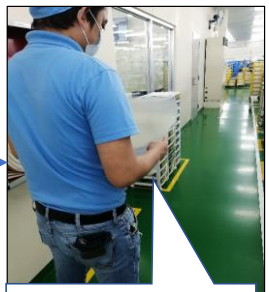
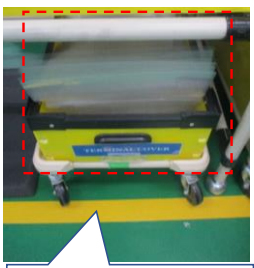
No.	Work Procedure/ Illustration			QUALITY POINTERS/ REMARKS
TERMINAL COVER FLOW	Work Procedure/ Illustration		PIC	
B Start inspection process. **WHERE TO PUT:** set aside the terminal cover inside the box After completion, put the terminal cover at the top of terminal part. **Note:** Do not remove the terminal cover	**PROCESS:** QC Sub Ato	During Inspection Terminal Cover is set aside inside the box After Inspection Terminal is protected by Terminal cover	QC Sub ATO Inspector	1. No missing terminal cover 2. No deform terminal 3. No wrong orientation of terminal cover (must fully covered the terminal part)
After inspection, Whse mover will deliver parts to HM and CSW HM and CSW Assist will distribute the parts to every line Remove the terminal cover from the distributed parts and contain in one area. **WHERE TO PUT:** Assist Push Cart Transfer the collected terminal cover on the provided location **WHEN:** from time to time after containing **WHERE TO TRANSFER:** outside HM and CSW area near sliding door	**PROCESS:** HOTMELT & CONTACT SWITCH	 HM/ CSW Assist distributing parts per line Containing the collected terminal cover Transfering the contained terminal cover	HM / CSW Assist	1. Check availability of terminal cover in the area 2. Returning of terminal cover on its designated location from time to time
Sub-assy movers will pick up all terminal cover on HM and CSW location from time to time. **How soon**: Every return from delivery to Levercon, Saki, Ato Line Is terminal cover available in the location? — NO → Ask Assist/Freeman/ Leader of HM and CSW for the the terminal YES → Collect and Bring back the terminal cover to its designated location at kitting area. → A Put the collected terminal cover on its location at kitting area. **WHERE:** under the kitting table END	**PROCESS:** KITTING	 Collecting of terminal cover from HM & CSW  Bringing back to Kitting Area Putting of collected cover to Kitting Area location 3  Collected Terminal Cover ready to use	Sub-assy Movers	1. Check availability of terminal cover in HM & CSW location 2. Collecting of terminal cover on its designated location from time to time

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