


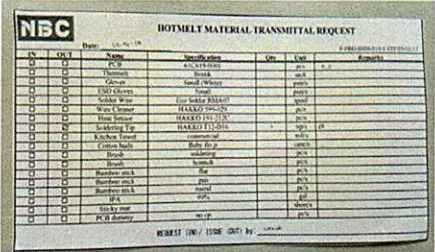
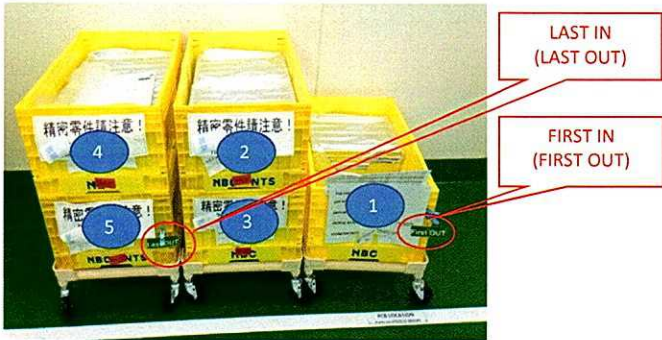





Process Name/ Title: PCB Control in Hotmelt Area		Document No: WI-PRO-SHM-043
WORK INSTRUCTION		Effective Date: April 24, 2019
Product Code/Name: 61C 893 0000P	Customer Code: 61C619-0002P	Rev. No.: 0
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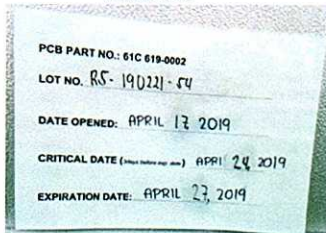
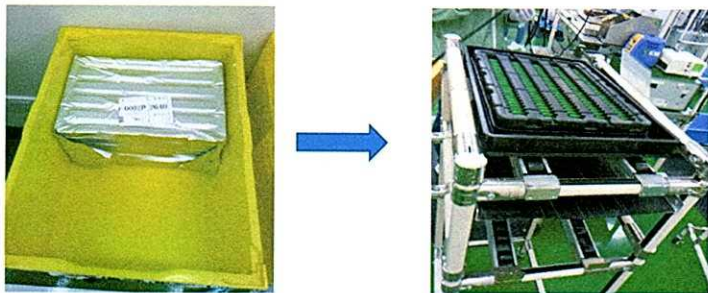
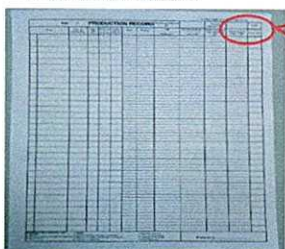

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	Production (HM) requests PCB to WH using Parts Supply Kanban card. 	
2	Warehouse operator takes the Kanban card from Hotmelt during pick-up time.	
3	Warehouse operator delivers PCB together with the Kanban card to Hotmelt . 	
4	HM operator will scan details of PCB (Part name, Lot no. (manual log), Quantity) and record in Hotmelt Material Transmittal Request Form.  	
5	Hotmelt Assist operator arranges incoming PCB material based on FIFO system and record details in PCB Monitoring Logsheet (Part Name, Date, Qty received, Lot #, etc.)  	FIFO System is important because it allows to keep track of the inventory, that is, the first material in, is the first material to be used.

04/24/19		0	New issue	M. Demiden	O. Merin	O. Merin	Prepare	Check	Approve
Eff./Rev. Date	Rev. No.	Details of change		Revise	Check	Approve	Est. date:		

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
6	<p>Opening of PCB package</p> <p>A. Log "Date Open" in PCB Monitoring Logsheet</p> <p>B. Assist operator will inspect packaging and PCB condition in the tray if in proper place.</p> <p>> If ok; distribute to the lines (first out----> last out).</p> <p>> If not ok; initiate stop-call-wait to the leader.</p> <p>C. Assist operator will log lot no., date opened, critical date (3 days before exp. date) and expiration date (10 days after opening) in a visual aid.</p> <p>PCB Monitoring Logsheet</p>  <p>Visual Aid</p> 	Expiration Date is said to be 10 days after opening.
7	<p>Distribution in the line: 1 Case will be divided into 1 hotmelt line (3 solderers).</p> 	
8	<p>For traceability, PCB Case No. is being logged in Production Record.</p> <p>Production Record</p> 	For traceability of PCB, Production Record and PCB Monitoring documents are important tools to track and verify the history of the unit.
9	<p>Storage of remaining PCBs: At the end of the shift , if there are remaining PCBs, Assist operator will collect all PCB trays in 1 hotmelt line which has the same Case No. and Lot No., put together in one common pile and cover with empty tray.</p> 	



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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
10	<p>The next shift will automatically be aware that one whole pile came from the same lot no. through its label thus, will again be divided to the same 1 hotmelt line (3 solderers) in its shift until everything is used up. Even so, Assist operator will still confirm details prior distribution.</p> <div></div>	
11	<p>In the event that all remaining PCBs have been used up, Assist operator will open another case and divide it again to 3 solderers and repeat from item no.7 .</p>	