	Process Name/ Title:		Document No:	WI-PRO-SHM-011		
	FIFO of CONSUMABLES		Effective Date:	July 17, 2023		
	WORK INSTRUCTION		Rev. No.:	2	Page No.:	1 of 1
	Product Code/Name:	Customer Code:				
All Applicable		All Applicable				

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
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1. Request Minimum Stock Requirement for each consumables per container. See Table 1-1 for the list of consumables.

***Do not overstock**

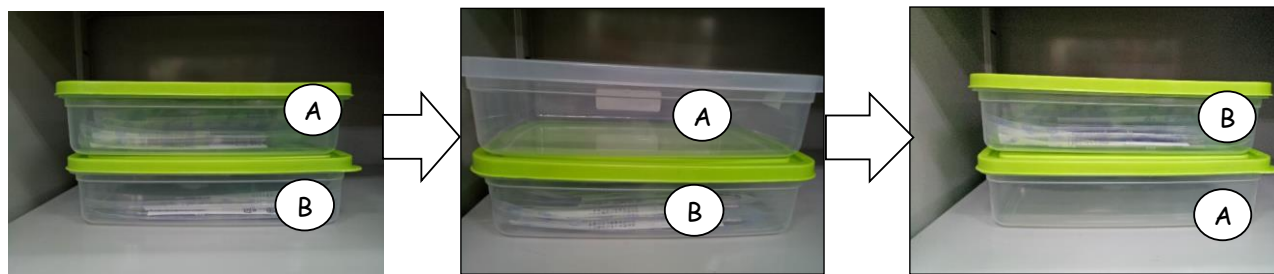
***Make sure to double check all the specification of each item before receiving.**



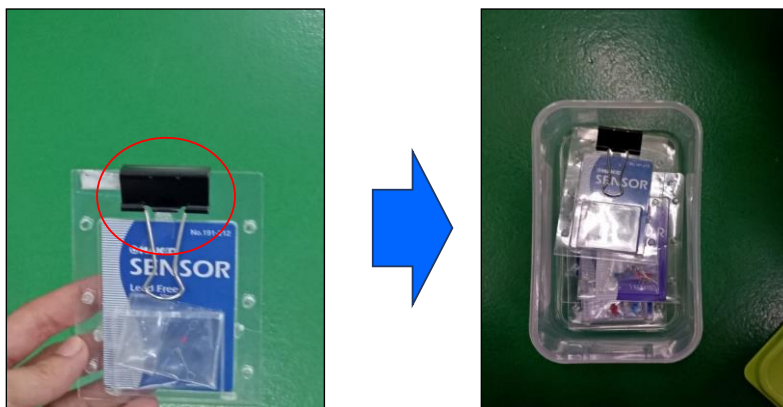
Table 1-1: List of consumables

Name	Specification	Minimum Stock	Maximum Stock	Unit
Gloves	ESD, Gray, Small	20	80	pairs
Gloves	White, Small	20	60	pairs
Heat Sensor	HAKKO 191-212C	100	100	pcs
Soldering Tip	HAKKO T12-D16	20	40	tips
Wire Cleaner	HAKKO 599-029	20	40	pcs
Bamboo stick	flat type	100	400	pcs
Bamboo stick	round type	100	400	pcs
Flux Remover	Brand :Techspray	1	1	gal
Kitchen towel	commercial	2	6	rolls
Cotton buds	commercial	6	6	cases
Soldering brush	commercial	20	40	pcs
Hotmelt brush	commercial	3	3	pcs

2. If container A is already empty. Move container B to the top. Then request for container A stock requirement based on the list above. **Do not leave (A and B) containers emptied to prevent downtime.**



*** For heat sensor, make sure to put clip for easy identification of opened package before returning to the container.**



Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:
7/17/2023	2	Removed IPA change to flux remover ,include maximum stocks.	L. Famodulan	W. Carbillon	O. Merin	Jun 20, 2017
7/17/2017	1	Change minimum stock requirement based on actual storage capacity	A.Yocor	O.Merlin	T.Sigiyama	

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