

	Process Name/ Title:							
7	Control of Changes		Document No:	WI-PUM-WHS-007				
	WORK INSTRUCTION E		Effective Date:	October 20, 2020				
	Product Code/Name:	Customer Code:	Day No.	4	Dogo No.	Down 1 of 1		
	Common	n/a	Rev. No.:	I	Page No.:	Page 1 of 1		

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

## Control of Changes

All changes occurred in supplier (Materials, Design, Process, Man, Machine, Die, Method, etc) should be recorded and shared to production for risk prevention. We need to attach notification to box when shipment depends on change.

Following photos are sample tags. One or two of them will be attached to case/box if there are changes.

1. INITIAL TAG (Color Beige)





2. Change card (Color White)





NBC will attach above Initial Tag for 1st box upon changed, and attach Change card to the boxes following their 3 lots (9 days) production.

Change tag

CHANGE! No.

## II. ACTION

1. If Warehouse incharge received items with Change Tag, need to inform the Superior immediately.

2. Warehouse incharge should prepare 4M Change to inform the concern Department such as QA or production regarding required action.

							F-GAG-011-4	EFF. 0370	a/gogo	
Man	Machine	Ob D-				Control N	0.			
Material Method Change Point Co					Date Issued Yr Mo.				Da	
Date Occ	ur Yr	Mo Da			Expected • Unexp	ected	Stip Issuance	Depart	ment	
				Date( ) Initial Rank			Issued By			
Process				Time						
Process O	nange No.				For Internal Control Only	,	•	l		
Design Ch	ange No.				Need Information to Cust	tomer	1	l		
								•		
					approval on the next day.Until final appr			rt classified		
C	hange Point Det	ails (Condition)			to check or not d by Quality Department 1	nfirmatio	on Items (Ane	r Implement	ation)	
Content Ph	enomenon			PD				Judgmant.	(Chacher)	
				2	Did Maintenance check/wit	ness thring a	etical production?			
					Did confirm quality of products at own process after change?					
					Did confirmed the finished a	product for p	axt process?			
				î.	Did 90 confirm quality of p	reducte?				
Gountermeasure Details					Did confirm safety conditions?					
Detail Item	Ohange From	Ohenge To	Special			lly (confirm c	peration)			
			Marking	6	Performed re-checking at a	faily checksh	0017			
					Cleaned the equipment s					
					Work Instruction, 1 cycle st		inte			
				M	·Orient/Re-orient Stop, Ca					
				2	Instruct next process to co					
In-charge					[Make clear of the request					
l l				84	Check the health/physical condition of operator?					
* Meeting minutes/Parts Simulation(usage) if any			- 60	No Mining of OLD and NEW	Party					
			1	*	FIFO is followed?					
191 Maintenance	will confirm if equipmen	t is running normally			■ POR was approved?					
Type of	Change Point		•	KAT .	Evaluation of changes comp	deted?				
☐ Safety & environment					☐ Is document need revision?	? G.e. Work In	struction, guideline,			

- 3. Put change No. (red circle on pic.) to Change tag, then attach on each pack of item before issuance to production or to the end user:
  - a. 4M tag will be attached on all packs of the item if there will be more than 1 change.
  - b. 4M tag will be attached to first 6 packs if there is only 1 change.

\*Can be re-used if Change No.

4. Indicate the change No. (red circle on photo) on lot number in BrightKeeper during issuance to production. Update the list of PCR to indicate the equivalent PCR number of Supplier with other Customer PCR number.

\*Change No. is important key for traceability purpose for futher investigation in case problem occurred.

						Prepare	Check	Approve
10/20/2020	À	To change statement under I., II.1,II.3 & II.4. Transfer process owner from Planning to Purchasing ( WI-PLN-WHS-006 to WI-PUM-WHS-007)	E. Sanchez	N. de Villa	N. de Villa	are	Hulh	Mulh
05/15/2017	0	Initial issue	R. Arcangel	R. Casañas	K. Funaki 🗸	E. Sanchez	N de Villa	N de Villa
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	05/15/2017	

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DCC Starr