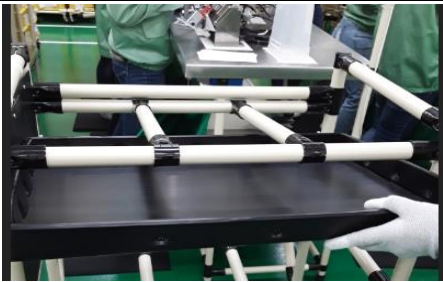
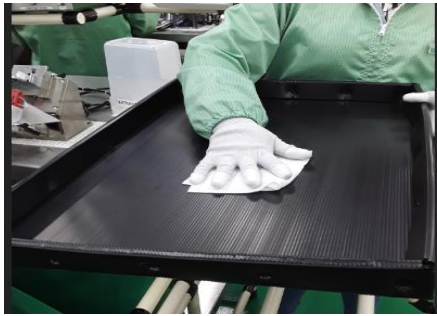

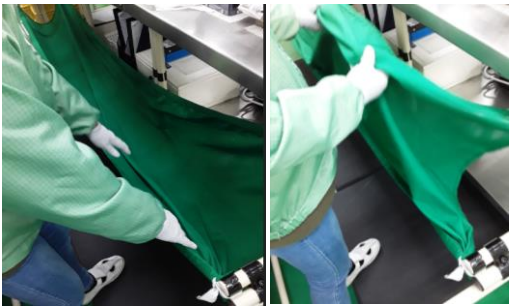

	Process Name/ Title:		Document No:	WI-PRO-COM-007	
	Cleaning Procedure for Dust and Green Catcher		Effective Date:	July 29, 2022	
	WORK INSTRUCTION		Rev. No.:	2	
Product Code/Name:	Customer Code:	Rev. No.:	2	Page No.:	Page 1 of 2
ALL	ALL				


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	DUST CATCHER Remove Dust Catcher from the Rack 	Frequency of Cleaning : Every end of the shift- Everyday ALL lines
2	Clean the Dust Catcher using Wipes. 	For the Disposal of Cleaning Materials refer to WI-PRO-COM-005 (Proper Treatment and Disposal of Chemicals and its Cleaning material)
3	Return Dust Catcher to Rack 	Dust Catcher is for CSW Production only
1	GREEN CATCHER Reverse the green catcher to remove the dirt / Dust / Foreign Materials 	Frequency of Cleaning : Every end of the shift- Everyday ALL lines
2	Remove the cushion Mat 	




Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:
07/29/2022	2	Include Checking of catcher	L. Famodulan	C. Lalican	O. Merin	
05/26/2022	1	Include standard for green catcher	L. Famodulan	C. Lalican	O. Merin	
09/21/2019	0	Newly established documents	C. Luna	D. Cornero	O. Merin	

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DCC Stamp

	Process Name/ Title:		Document No:	WI-PRO-COM-007	
	Cleaning Procedure for Dust and Green Catcher				
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3	<p>Clean the Floor using sticky roller / Vacuum Cleaner. Make sure to remove all Dirt.</p> <p><i>For MR Switch - Use plastic Broom</i></p>	
4	<p>Return the Cushion Mat to its original position.</p>	
5	<p>Return Cleaning Material to its respective location.</p>	

STANDARD FOR GREEN CATCHER

1	<p>Purpose : To avoid drop the parts or product and to avoid touch the product on the floor</p> <p>Drop parts must be visible on the catcher.</p> <p><i>Note : The Depth measurement of the catcher is 15cm enough to see the drop parts.</i></p> <p><i>For MR Switch - Height : 52 cm</i></p> <p><i>For Contact Switch - Height : 68 cm</i></p>		<p>Frequency of Washing: Every one year</p> <p>Frequency of Changing: If worn -out</p> <p>2. Check catcher every START and END of the shift. Catcher must free from bur ,fiber etc. to avoid foreign material to the product</p> 
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