

Document No:

Effective Date:

WI-PRO-COS-056

October 6, 2020

WORK INSTRUCTION
Product Code/Name: Customer Code:

ALL

ALL

Rev. No.:

2

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Work Procedure/ Illustration

Records/Remarks/ Quality Pointers

<u>2</u> 1

After receiveing the parts from Warehouse check the quantity of Kanban Card vs. actual qty of the item if tally.

Refer to Picture 1



Always wear gloves.

Check all the items in the box if tally: Actual Quantity vs. Kanban Card

Picture 1

2 2

Check Kanban details vs. actual parts details.
Refer to Picture 2



Kanban Request Card

Process Suffici Agy
Actual Part Number 2 7K0580-0010

Part Number 3 Slider

Ouerthy 4 1000

Model with Actual Part Actual Part Number Number Actual Part Number Nu

1. Actual Part Picture vs. Actual Parts

- 2. Part Number
- 3. Part Name
- 4. Part Quantity
- 5. Part Lot No.

Always compare the Kanban Card and actual label

Picture 2



3

Endorse the parts to Assist (Bright Keeper) for recording of parts in Parts requisition monitoring and QR code scanning.

Refer to WI-PRO-COS-063.





F-PRO-COS-007A-2 EFF: 02/08/19

After scanning, parts will be returned to Assist (Parts Prep).

NBC (PHILIPPINES) CAR TECHNOLOGY CORPORATION

PARTS REQUISITION MONITORING
CONTACT SWITCH ASSEMBLY

PARTS BREAKDOWN																			
Date Requested	Slider		Stator								Holder				Contact				
	7K0575-0010		7K0575-0022A		EXPIRATION			20H EXPIRATION 7K0639-0		-0021A	EXPIRATION	7K0575-00308		7K0575-0031		7D0349-0040		Requestor	Verified b
	QTY	LOT NO	QTY	LOT NO	DATE	QTY	LOT NO	DATE	QTY	LOT NO	DATE	QTY	LOT NO	QTY	LOT NO	QTY	LOT NO		

						Prepare	Check	Approve
10/07/2020	/2\	Change title and added receiving of parts procedure and kanban flow.	L. Famodulan	D. Cornero	O. Merin	. 1	(1)/ ₁	
08/17/2020	1	Removed divided parts into two and make two location of parts		D. Cornero	O. Merin	Than dulan	Moreno	VMe
May 6, 2019	0	Newly established documents	1	M. Demiden		L. Famodulan	b. Cornero	9. Werin
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date: 10	0/06/2020	



No.

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Process Name/ Title: Contact Switch Assembly Parts Receiving and Kanban Flow Procedure (FIFO)

Product Code/Name:

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Upon receiving the parts from Assist (Bright Keeper) put the parts on the second box of Parts Rack (specified box container for each item) and Kanban Card intended for LAST IN. Refer to Picture 4.

Each box have specified parts name (Kanban Card) and have two boxes for easy distinction of the first-in and first out of parts.



For stator:

* Check if the stator delivered by warehouse is packed in foil to prevent discoloration.

Records/Remarks/

Quality Pointers

*Check part name and lot number and verify its expiration date.



Picture 4

In the event that all parts on the FIRST OUT box are consumed, assist operator will moved forward the LAST IN box.

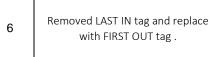
Note:

1 Kanban card = 1 bunddle of parts.



No. of actual quantity should be tallied on the

* Always arrange the parts based on the lot number.







* Consume all parts at the **FIRST OUT** box before proceeding to LAST IN.

* After consuming the FIRST OUT box, the LAST IN box will be the

* Interchange box after consumed the parts.

* The number of kanban inside the parts box should be equal to the number of parts.

Put the LAST IN tag on the second box and cover with DANPLA Refer to Picture 5 7

Ensure that all parts are not crowded.



Picture 5

Always put label