















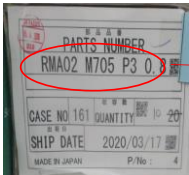


	Process Name/ Title:		Document No:	WI-WHS-RMW-005	
	Control of Indirect Materials		Effective Date:	June 8, 2023	
	WORK INSTRUCTION		Rev. No.:	3	Page No.: Page 1 of 5
	Product Code/Name:	Customer Code:			
Common		N/A			


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	Objective / Purpose This work instruction is intended to serve as instructions for the control of Indirect materials, checking, handling, proper storage, and issuance of different chemicals stored in warehouse. All employees must be aware the risk of potential physical and health hazards. Container labels, material safety data sheets, PPE's as well as other references, will be used before handling any chemicals.	
2	Indirect Materials Definition and Approved List  Indirect materials are materials used in the production process, but which cannot be linked to a specific product or job. Alternatively, they may be used in such insubstantial quantities on a per-product basis that it is not worthwhile to track them as direct materials. Thus, they are consumed as part of the production process. Approved list of indirect materials was posted in warehouse receiving and preparation area. Approved list of indirect materials details contains: <div><div>A. End User B. Description C. Specs</div><div>D. Maker E. Unit of measurement(UOM) F. Minimum order quantity(MOQ)</div><div>G. Leadtime H. Supplier I. Lead Free product?</div></div>	
3	Incoming Delivery  * Inspect all incoming trucks for the following: A. The trucks must be covered and closed. B. Floorboards are dry and clean. C. No evidence of chemical spills, garbage, waste or spoiled foods. D. Insect and rodent activity. E. Make a note of the truck license plate or trailer number. F. Bad odor. G. Notify the Supervisor and Quality Team of any issues. * Delivery helper shall provide signal to their truck/trailer driver until the vehicle is properly parked at inbound docking area. * Delivery driver/helper shall put at least 2 wheel chock to prevent truck/trailers from any movement. * Delivery driver/helper shall put oil pan under the trucks/trailers engine to prevent any leakage. * Warehouseman/Forklift operators shall check trucks/trailer wheel chock and oil pan are properly placed. * Delivery helper shall bring the documents to warehouseman in charged in receiving.	
4	Receiving  * Receive the following documents from supplier/delivery personnel: A. Invoice B. Delivery Receipt (DR) C. Packing List (optional) D. PEZA documents (8106/8110) if supplier under PEZA zone * Check the documents to ensure the company states 'Our Company' * Check the delivery receipt DR if there is PEZA stamp (supplier under PEZA zone). If with stamp, proceed with the receiving of items. If no stamp, instruct delivery personnel to return to PEZA for proper stamping. If Supplier has lacking documents, report to leader and inform Purchasing team and wait for their advise. * Instruct delivery personnel to unload items using Hand carry, Push cart, or Pallet lifter depending on the shape, weight or volume of the item delivered and arrange it to define location for sorting and QC inspection area. * If the item need to use Forklift, request to Certified Forklift operator for the unloading of item. * Forklift operator must be fill up the Forklift Daily Report. * Inspect the condition of the shipment to ensure: A. No damaged cases or packages. B. All products are on clean pallets. C. No evidence of any non-food items or items that could contaminate the products being received. * Compare the part number, description and quantity to the information stated on the shipping documents against actual material label. If correct, proceed with the receiving of materials. If discrepancy was found, Investigate and Report to Leader/Supervisor. * For material with expiration : Check the expiration date of the materials. Refer to WI-WHS-RMW-003 for the list and how to read expiration date of the materials. * Record the materials with expiration on the Material Expiration form. (F-WHS-025) * Leader shall verify actual comparison between written and actual expiration of the materials. * Put RECEIVED stamp on the receiving documents and sign by the Receiving PIC (supplier's copy and customers copy). * Update the Delivery Monitoring Board for the actual date of delivery of materials. * Endorse the documents to Warehouse Clerk for documentation. Note : All materials are not allowed to place directly on the floor. * If storage location are full, put the materials in overflow area and put "Overflow Materials Indication". * Follow FIFO when refilling materials in parts rack and pallet location. Refer to (WI-WHS-RMW-002).	Details on Invoice, Packing List or DR, must be the same such as Company Name, Item name, Quantity and Price
06-08-23	3 Additional instruction for the verification of actual expiration date of the materials	E. Sanchez M. Banaban I. Aranas N. Kitamura
07-01-22	2 Change Document Control number from WI-PUM-WHS-006 to WI-WHS-RMW-005	E. Sanchez M. Banaban K. Funaki -
01-31-22	1 Add Information on Item No. 5 Materials placed in Locked Cabinet Revised Reference of Document Control No. for Item no. 3 Include schedule of training/orientation	E. Sanchez M. Banaban K. Funaki -
Est./Rev. Date	Rev. No.	Details of change
		Revise Check Approve Noted
		Est. date: September 28, 2020



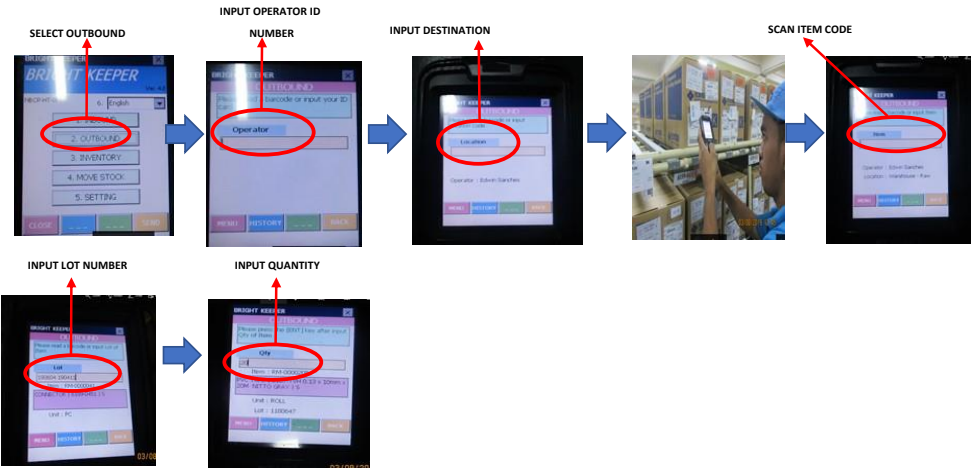
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5	Indirect Materials QC Inspection  <ul style="list-style-type: none"> List of Indirect materials that need to be inspected by QC team: <ul style="list-style-type: none"> A. Soldering Wire B. Grease C. Blanking/Terminal Oil D. Thermelt (Hotmelt glue) Other indirect materials do not need to be inspected by QC team like Carton boxes, Cover pads, Corner board post, PP strap, Stretch film, Partition board, Flux remover, etc. Issue a copy of Delivery Receipt(DR) or Packing list together with Transmittal form to QC team as their reference of indirect materials for QC inspection. Put cone indication "FOR QC INSPECTION" on the materials. 	Only leaders/Supervisor and Person In charge are allowed to access the Chemical Storage
6	Sorting and Storage  <ul style="list-style-type: none"> After inspection of the materials needed to be inspected, warehouseman shall check if all the materials have QC Inspection Passed stamp. Transfer the materials in sorting area. Sorting process shall based on below assigned lead-time. For Import Supplier (NBC Japan) and Local supplier - within 3 days after quality inspection. Check and print the required Monthly Color Coding for the materials. Refer to WI-WHS-RMW-004 Actual received date was indicated on the Monthly Color Coding label. Attach "Monthly Color Coding" in each box/packaging. Attachment of Monthly Color Coding is after incoming quality inspection of materials. After sorting actual parts and attachment of monthly code, locate all sorted parts to its designated location. For indirect materials with expiration, arrangement and refilling in the storage location is from nearest expiration date of the materials. <p>Chemical Storage</p> <ul style="list-style-type: none"> For Blanking Oil/Terminal Oil, and Grease use Push cart when transferring in storage location and designated area <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>Storage location for Blanking Oil(Terminal Oil)</p>  </div> </div> <ul style="list-style-type: none"> Get the key of the Chemical storage to warehouse staff and proceed to chemical storage <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Store chemicals properly at the storage location. Follow FIFO when refilling of Blanking/Terminal Oil, and Grease refer to (WI-WHS-RMW-003) for the Material with Expiration. <div style="text-align: center;">  </div> <div style="text-align: center;">  </div>	<p>All materials are not allowed to place directly on the floor</p> <p>Only leaders/Supervisor and Person In charge are allowed to access the Chemical Storage</p>



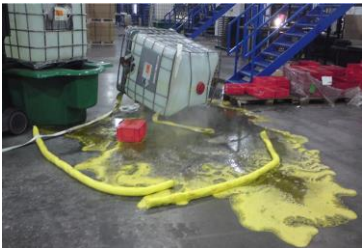

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	<p>* Put "FIRST OUT" and "FILL" indication after storage</p> <div style="display: flex; justify-content: space-around;">   </div> <p>* Lock the cabinet and return the key to warehouse staff</p>  <p>Materials Placed in Locked Storage Cabinet</p> <p>* List of Indirect materials placed in Locked cabinet</p> <ul style="list-style-type: none"> A. SOLDERING WIRE B. SOLDERING TIP C. HEAT SENSOR D. CLEANING WIRE E. TAT INK DRY QUICK SOLVENT G. XSTAMPER/stamp H. TAT STAMPER INK <p>* Upon received the materials, need to prioritize for the QC inspection.</p> <p>* After QC inspection immediately stored in locked cabinet for safe keeping.</p> <p>Refilling:</p> <p>* Refilling is from FILL sign going to the right side of the cabinet.</p> <p>* Transfer the FILL sign to the last box/materials was refilled.</p> <p>Refer to drawing H.</p> <div style="text-align: center;">  <p>H</p> </div>	
7	<p>Issuance of Indirect Materials to Production (Packaging Materials, Chemicals)</p> <p>For Indirect materials like Grease, Thermelt,Soldering Wire, plastics, etc.</p> <ul style="list-style-type: none"> * Collect Kanban Request Card for Indirect Materials from production for the withdrawal in warehouse storage. * Segregation of Kanban is per part number, description, and location * Scan the QR code in Kanban using Handy Terminal Scanner for outbound transaction and traceability(Refer to item no. 8 for the process of scanning) * Pick item according to Kanban qty. requested <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>Label for Actual Parts</p>  </div> <div style="width: 65%;"> <p>Kanban Request Card</p>  <div style="margin-top: 10px;"> <p>Part Number → RMA02 M705 P3 0.8</p> <p>Part Name → SOLDERING WIRE</p> <p>Request Qty. → 4</p> </div> <div style="text-align: right; margin-top: 10px;"> <p>Process Requestor → </p> </div> </div> </div>	

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	<p>Withdrawal:</p> <ul style="list-style-type: none"> * Withdrawal is from left side where the FIRST OUT sign was placed going to the right side. Refer to Drawing G. * Transfer the FIRST OUT sign to the next box to be withdraw. * For material with expiration date  <p>For Indirect materials like Soldering wire, Soldering tip, Cleaning wire, Solvents, Ink, etc.</p> <ul style="list-style-type: none"> * Every Tuesday, Production and other department shall give Material Request Slip to Warehouse Clerk for material preparation * Warehouse clerk shall prepare based on the material request per description and quantity needed * After preparation warehouse clerk shall encode withdrawn items to warehouse monitoring for documentation * Every Wednesday end-user shall get the requested items to warehouse clerk for the issuance <p>For Indirect materials like Blanking Oil/Terminal Oil, and other chemicals</p> <ul style="list-style-type: none"> * CnC production shall give the Kanban request card and secondary container to refill to Warehouse Picker * Get the key of the chemical storage to Warehouse staff * Check Kanban request what kind of chemicals needed * Proceed to warehouse storage for withdrawal * Get and use PPE's like disposable gloves and assigned goggles before handling any chemical products at the spill kit cabinet for safety purposes * Scan the QR code in Kanban using Handy Terminal Scanner for outbound transaction and traceability(Refer to item no. 7 for the process of scanning) * Check the label and get the appropriate Oil Pump for each chemicals  <ul style="list-style-type: none"> * Check the label of chemicals based on the Kanban request to avoid wrong issuance * Get the chemical pan and place the secondary container on top to contain any possible leakage or spill * Remove the cap of both main and secondary container to fill * Insert both nozzle inside the main chemical container and secondary container then pump slowly the handle until the secondary container was in full * After refilling the secondary container, remove slowly the Oil Pump from main and secondary container * Return the Oil Pump in the proper location to avoid using it to other chemicals and prevent any contamination * Cover the cap for both main and secondary chemical containers * Get the chemical pan then wipe and clean any spill using rags and absorbent mat at the spill kit cabinet * Remove any PPE's like gloves and goggles * For assigned goggles return it to spill kit cabinet. * For used gloves, rags, and absorbent mat, endorse to PCO Officer for proper disposal of hazardous materials * Lock the chemical storage and return the key to Warehouse In-charge for proper safekeeping * Place the refilled chemicals to the CNC storage location 	<p>*Only Authorized person (Pickers, Person-In charged) allowed to withdraw in chemicals storage and materials placed in locked cabinet location.</p> <p>*Read Material Safety Data Sheet (MSDS) for the information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.</p>
8	<p>Scanning of materials ISSUANCE using KEYENCE HANDY TERMINAL</p> <ul style="list-style-type: none"> * Scan the QR code on Kanban using Keyence Handy terminal for the part no. and quantity to be picked. * Input manually in the scanner the ship date and lot no. indicated in the material label. 	

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9	<p>In case there is a chemical spillage</p> <p>* In the event of a chemical spill, warehouse member(s), who caused the spill is responsible for prompt and proper clean-up. It is also their responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available.</p> <p>General Response Guidelines</p> <p>Small Spills - Spills of less than 4 liters of material that you know the hazards of and that you have the ability to clean up.</p> <div>   </div> <p>Large / Potentially hazardous Spills - Spills of greater than 4 liters or material presents an immediate fire, safety, environmental, or health hazards.</p> <div>   </div> <p>For simple spills, emergency responders do not need to be notified. However, you should contact the Environmental Health and Safety Officer or other responsible person within the facility. Most importantly, before cleaning up a simple spill, be sure that you can do so safely. You must have the right personal protective equipment, appropriate eye protection and protective gloves. Additional protective equipment may be required for spills that present special hazards (such as corrosive or reactive spills or spills that have a splash potential)</p> <p>The following steps should be taken during spill cleanup.</p> <ul style="list-style-type: none"> * Prevent the spread of dusts and vapors. * Control the spread of the liquid * Absorb the liquid. Add absorbents to the spill, working from the spill's outer edges toward the center * Collect and contain the cleanup residues. The neutralized spill residue or the absorbent should be scooped, swept, or otherwise placed into a plastic bucket or other container. Be sure to place descriptive labels on each container. * Keep cleanup materials separate from normal trash. Contact the environmental health and safety officer for guidance in packaging and labeling cleanup residues. * Decontaminate the area and affected equipment. <p>Note : All RM / FG warehouse team member including(Manager, Supervisor, Staff, Warehouseman) shall undergo refresher training/orientation of this work instruction twice a year (January and July). After orientation every warehouse member shall undergo examination after the training/orientation for the process re-certification.</p>	