







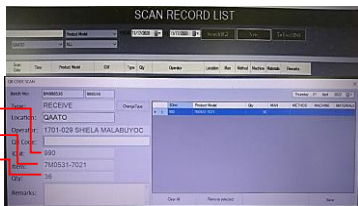


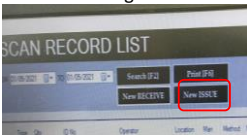


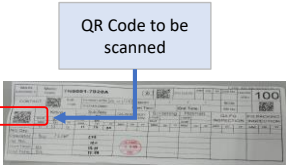

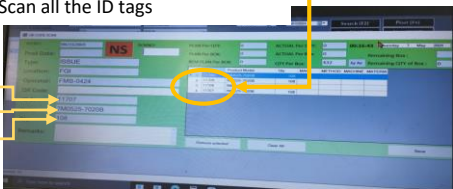
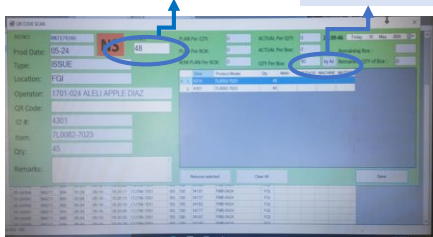
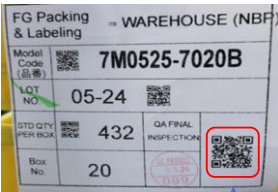


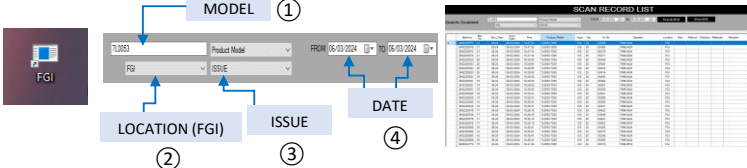

	Process Name/ Title:		Document No:		WI-QAD-QAC-181	
	Scanning Procedure in QC (In-Process)		Effective Date:		June 19, 2024	
	WORK INSTRUCTION		Product Code/Name:		Customer Code:	
	ALL APPLICABLE		ALL MODEL		Rev. No.: 4 Page No.: 1 of 2	

No.	Work Procedure/ Illustration		Records/Remarks/ Quality Pointers
RECEIVING (FG Inspection Area)			
①	Get the scanner from the location.		► Move the scanner near the parts to be scanned.
②	Scan the receiving QR code and the QR code of in-charge scanner.	<div>Select the "New Receive" before scanning.</div> <div></div> <div></div>	► Check if the scanned QR code is "receiving" not the "issue".
③	Scan the ID tag of the corresponding box/es	<div><div>FOR FGI RECIEVED</div><div></div><div></div></div> <div><p>STEP1: Scan the QR Code in the ID Tag (start from top to bottom side)</p><div><p>2nd floor Area</p></div><div><p>Outside QC FG Area</p></div></div> <div><div></div><div>QR Code to be scanned</div></div> <div><p>STEP2: Check the correct details of every box scanned before proceed to the next box.</p><div></div></div> <div><p>STEP3: Move the parts to thier proper allocation.</p><div><p>FG WIP</p></div></div>	<div>► Check every box if the scanned QR Code is correct versus the ID Tag details and the actual model and quantity.</div> <div>Details to be checked are: 1. ID tag No. 2. Model and Revision 3. Quantity per box</div>

ISSUANCE (FG Inspection Area)			
①	Get the scanner from the location.		► Move the scanner near the parts to be scanned.
②	Scan the QR code for Issuance and the QR code of in-charge scanner.	Select the "New Issue" before scanning.  	► Check if the scanned QR code is "issue" not the "receiving". ► Scanning location must be correct.
6/19/2024	4	Major Revision	A. De Chavez M. Garcia R. Pascua O. Merin
6/7/2022	3	Change Illustration on Item No.3 in page 1 & 2 / Include Item No.5 to No.4 and Add Remark.	S. Malabuyoc D. Dadulla M. Garcia R. Alcantara A. Arañes
2/18/2021	2	Rephrase number 03 procedure of Receiving (sub assy and FG Inspection area) from "Get" to "Scan"	M. Cuyapen R. Alcantara A. Arañes
1/27/2021	1	Removal of "for scan" and "already scan" label on Issuance (FG Inspection Area)	M. Cuyapen R. Alcantara A. Arañes
Eff./Rev. Date	Rev. No.	Details of change	Revise Check Approve Noted Est. date: January 12, 2021

		Process Name/ Title: Scanning Procedure in QC (In-Process)		Document No: WI-QAD-QAC-181	
		WORK INSTRUCTION		Effective Date: June 19, 2024	
		Product Code/Name: ALL APPLICABLE	Customer Code: ALL MODEL	Rev. No.: 4	Page No.: 1 of 2
No.	Work Procedure/ Illustration			Records/Remarks/ Quality Pointers	
③	<div>Conduct scanning of ID tag/s and FG Tag</div> <div><p>STEP1: Scan the QR Code in the ID Tag (start from right side to left side)</p><p>QR Code to be scanned</p><p>Scan all the ID tags</p><p>ID NO. MODEL QTY.</p><p>QTY. OF SCANNED TAGS</p><p>STEP 2: Scan FG tag (Outer tag label)</p><p>FG Packing & Labeling Model Code (品番) 7M0525-7020B LOT NO 05-24 STD QTY PER BOX 432 Box No 20</p><p>QR Code to be scanned</p><p>FG BOX NO. QTY. PER BOX</p><p><i>*Check on the screen if the total Qty per box is correct and the FG Box No. versus FG Outer Tag before proceeding to the next box.</i></p></div>			<div><p>Do not scan the boxes which are still on-going inspection. Make sure that parts are ALL inspected as GOOD before scanning the labels.</p></div> <div><p>► Make sure to check that every scanned QR code per box is correct and already appears on the screen.</p><p>Details to be checked are:</p><ol style="list-style-type: none">1. ID Tag No.2. Model and Revision3. Quantity per box<p>► During issuance, if the model is not in the plan, separate the box. Finish first the model that are included in the plan before inputting the separate boxes in the plan, then scan in issue.</p></div>	
④	<div>Transfer the scanned parts in Pokayoke Area</div> <div><p>STEP1: Place the scan parts on the other side before (max. 2 skateboard)</p></div> <div><p>STEP2: Checked the issued model on Scan Record list.</p><p>MODEL ① LOCATION (FGI) ② ISSUE ③ DATE ④</p><p>STEP3: Transfer the scanned parts to pokayoke area after checking on scanlist.</p><p>POKAYOKE AREA</p></div>			<div><p>► Place the scan parts on the other side before Checking the scanned details on scanlist (max. 2 skateboard)</p></div> <div><p>► Checked the correct details on Scan Record list before transfer the scanned box to Pokayoke Area.</p><p>Details to be checked are:</p><ol style="list-style-type: none">1. Box No.2. Model and Revision3. Type3. Quantity per box</div>	
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