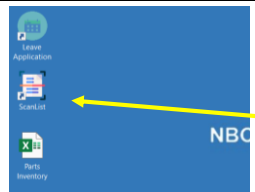
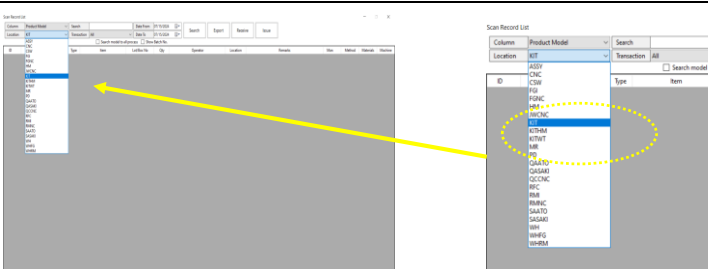
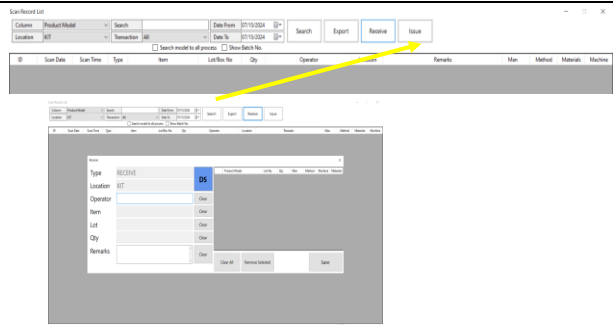
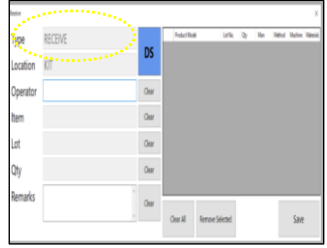
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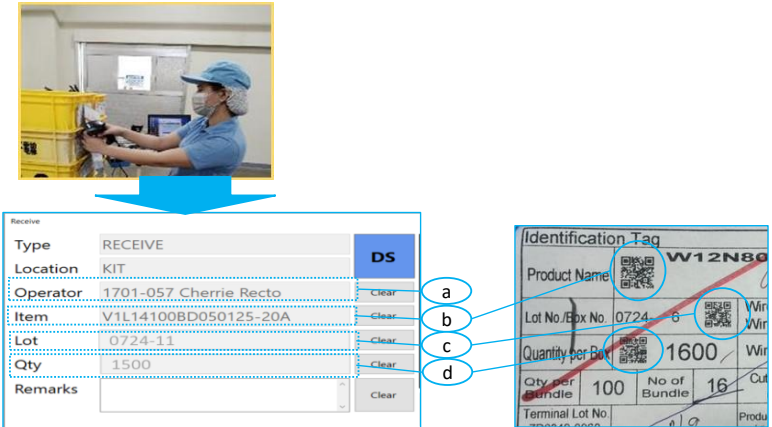
No.	Work Procedure/ Illustration	Records/Remarks/Quality Pointers
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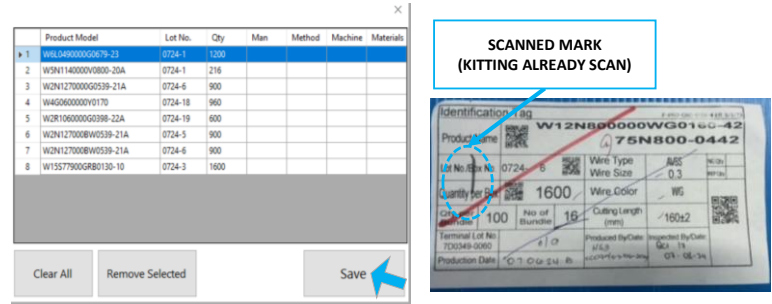
1. RECEIVING OF WIRE, CORRUGATED TUBE AND VYNIL TUBE

1.1	Open the Scanlist application in laptop		
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1.2	Select "Location" then choose "KIT"		*Always double check the selected location to avoid wrong location.
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1.3	Select "Receive", then system for receive scanning will appear.		*Always check the selected button if it was "receive". 
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1.4	Start scanning of QR code a.Operator's ID b.Item(product name) c.Lot number d.Qty		<b>Note:</b> Operator's ID must be registered in Bright Keeper System  *Always check the information entering to the system, possible of wrong declare as lot number can enter to the quantity.
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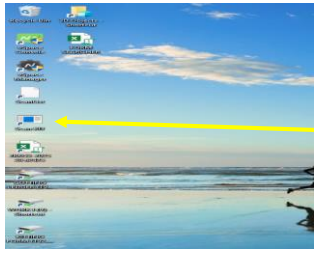

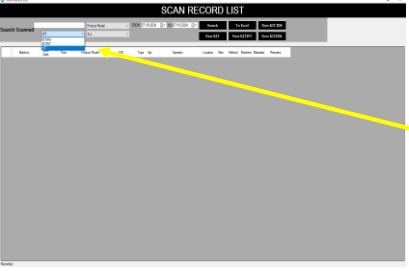
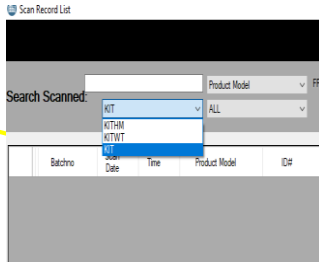
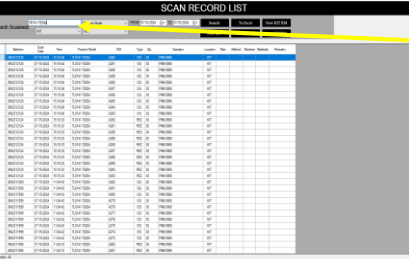
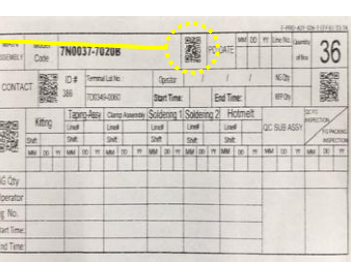
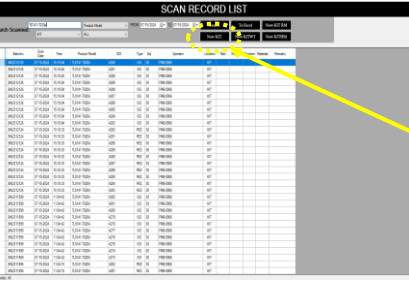
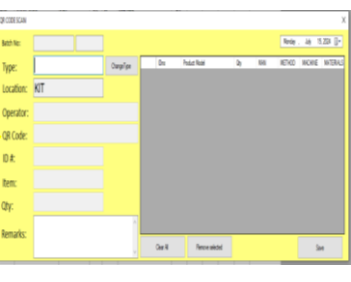
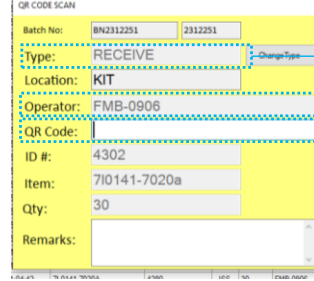
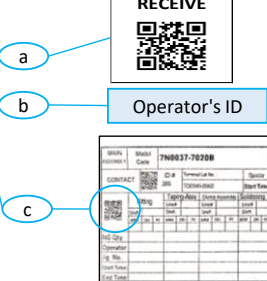

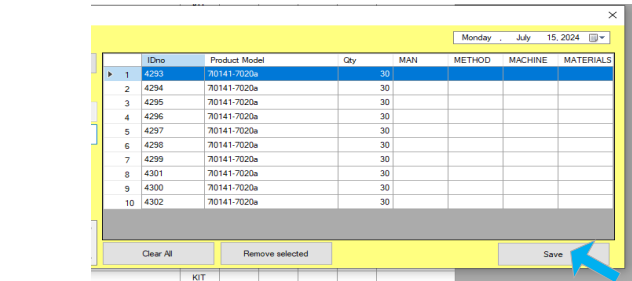
1.5	Save the scanned item then put black mark in the ID tag as reference that it was already scan.		*Conduct double checking on the scanned item before saving. *Make sure that lot no. will not scan in quantity area.
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						Prepare	Check	Approve
01/23/2025	2	Include checking of attached labels in the box before proceeding on transferring.	C.Recto	C.Calayan	W.Carbillon			
08/07/2024	1	Update scanning process flow.	C.Recto	C.Calayan	W.Carbillon			
05/26/2023	0	Initial issue.	C.Javier	M.Cruzat	O.Merin	C.Recto	C.Calayan	W.Carbillon
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	May 26, 2026	

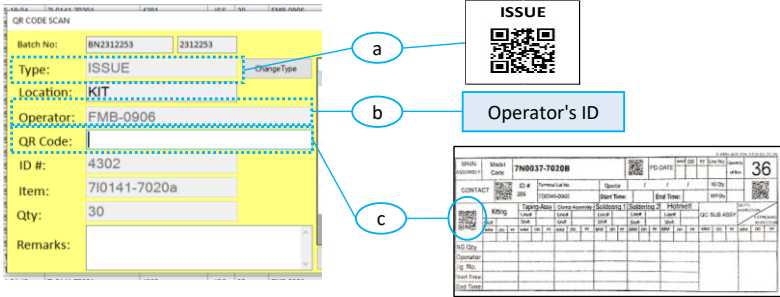
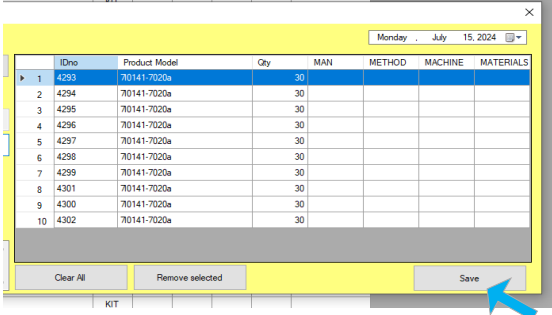
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ALL		ALL			

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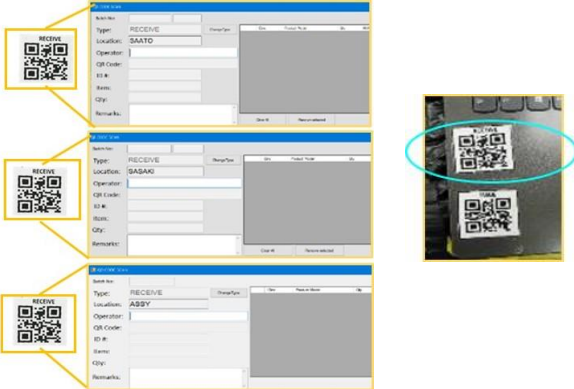

## 2. RECEIVING AND ISSUANCE OF KITTED PARTS


2.1	<p>Open the Scanlist application in laptop/monitor.</p>  	
2.2	<p>Select "Location" then choose "KIT"</p>  	<p>*Always double check the selected location to avoid wrong location.</p>
2.3	<p>Scan Model Name to check the last box scanned.</p>  	<p>*Always conduct rechecking of last box to avoid skip scan.</p>
2.4	<p>Select "New KIT", then system for scanning will appear.</p>  	<p>*Always check selected location.</p>
2.5	<p>Start scanning of QR code to receive</p> <p>a.Receive</p> <p>b.Operator's ID</p> <p>c.Item (SA ID tag)</p>   	<p>*Conduct rechecking of "Type" and "Location" before proceed on scanning of Seatbelt ID tag.</p>
2.6	<p>Save the scanned item</p> 	<p>*Check the total boxes enter to the system versus actual ID tag.</p>


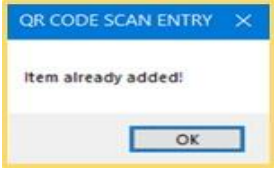

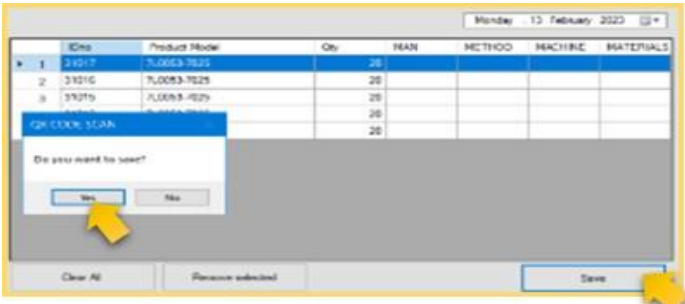

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
2.7	<p>Start scanning of QR code to issue</p> <p>a.Issue</p> <p>b.Operator's ID</p> <p>c.Item (SA ID tag)</p> 	<p>*Conduct rechecking of "Type" and "Location" before proceed on scanning of Seatbelt ID tag.</p>
2.8	<p>Save the scanned item</p> 	<p>*Check the total boxes enter to the system versus actual ID tag.</p>

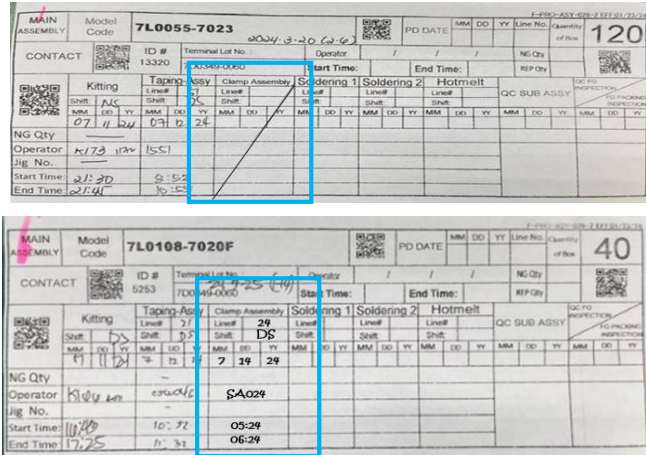
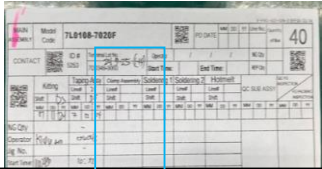
### 3. RECEIVING OF KITTED PARTS TO SUB-ASSEMBLY

3.1	<p>Receive the products from previous process.</p> 	<p>* Scan products based on the process scanner location.</p> <p>SCAN LOCATION: ATOMELT/SAKIMELT/ LEVERCON&amp; STEERING</p>
3.2	<p>Open the system application scan "receive" QR code.</p> 	<p>*QR code based on the process location.</p> <p>*QR code "receive" located beside scanner moving table.</p> <p>Note: Should be checked the scanned details versus the actual before saving.</p>
3.3	<p>Scan the QR code of scanner in-charge, this will be reflected in operator portion.</p> 	<p><b>Note:</b> Operator's ID must be registered in Bright Keeper System</p> <p>*Always check the information entering to the system, possible of wrong declare as lot number can enter to the quantity.</p>

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.4	<p>Scan the QR code in identification tag to receive the product from previous process.</p> 	<p>A notification "item already added" will appear if scanning of product doubled.</p> 
3.5	<p>Details of the identification tag will be reflected on the system once the QR code scanned.</p> 	<p>*Make sure to scan all the identification tag in one skateboard.</p> <p><b>Note:</b> Should be checked the scanned details versus the actual before saving.</p>
3.6	<p>Check and save the data once done into the scanlist application.</p> 	<p>*Only maximum of 8 boxes are allowed to be scanned to received products prior saving.</p> <p>* Make sure to save the data before closing the system.</p>
3.7	<p>Put <u>pink mark</u> on ID tag as reference that it was already "RECEIVE SCAN".</p> 	<p>*Make sure to put marking as "receive" traceability</p>





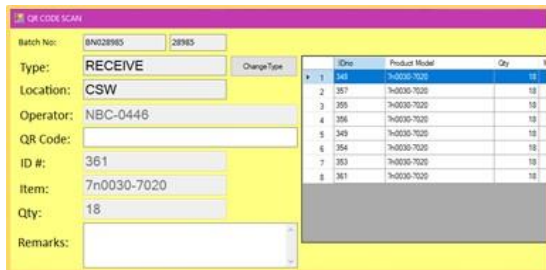
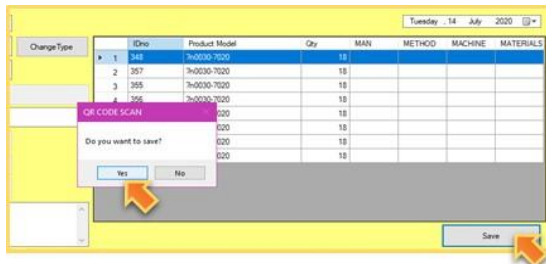
#### 4. ISSUANCE OF WORK IN PROCESS FROM SUB-ASSEMBLY TO NEXT PROCESS


4.1	<p>Check condition of ID tag, must have "SLASH" or fill-up in the clamp assembly portion.</p> 	<p><b>NOTE:</b></p> <p>No slash or fill-up on clamp assembly portion means WIP was not yet finished to Sub-assembly process.</p>  <p><b>FOR CLAMP ASSY</b></p> <p>*Scanning must be done from time to time in the assembly line or upon finished of the output box.</p>
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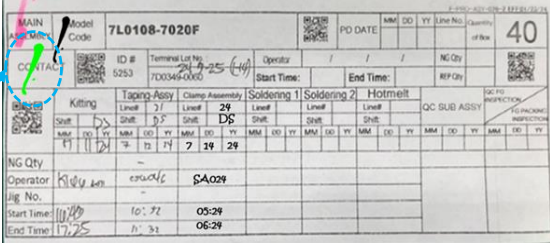

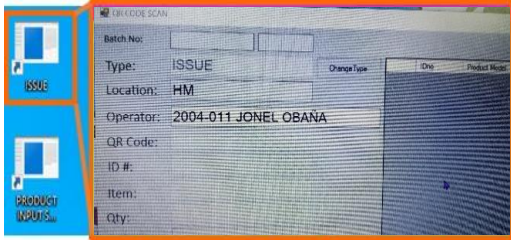
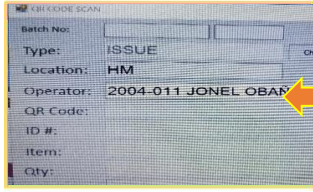

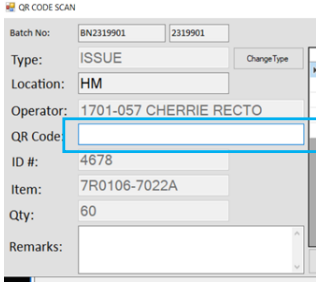
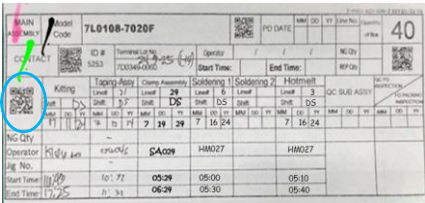
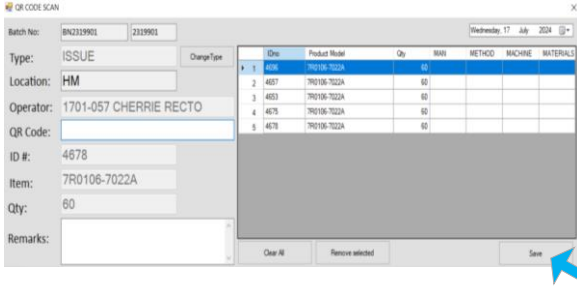


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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
5. RECEIVING OF WIP IN HOTMELT, CONTACT SWITCH AND MR SWITCH		
5.1	Receive the products from previous process.  	* Scan products based on the process scanner location.  SCAN LOCATION: CSW/HOTMELT/ MR
5.2	Open the system application scan "receive" QR code.  	*Type of scanning must be "RECEIVE" * No wrong location
5.3	Scan the QR code of scanner in-charge, this will be reflected in operator portion.  	<b>Note:</b> Operator's ID must be registered in Bright Keeper System  *Always check the information entering to the system.
5.4	Scan the QR code in identification tag to receive the product.  	*Maximum of 8 boxes or one skateboard prior saving.
5.5	Details of identification tag will be reflected on the system once QR code of tag scanned.  	*Double check identification tag number versus scanned.  Note: Should be checked the scanned details versus the actual before saving.
5.6	Check and save the data once done.  	*Only maximum of 8 boxes are allowed to be scanned to received products prior saving.  * Make sure to save the data before closing the system.


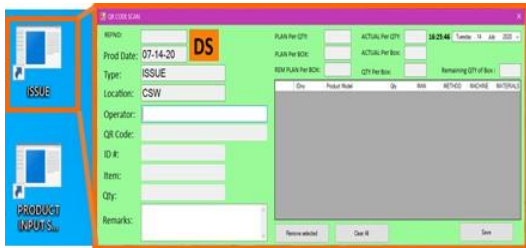
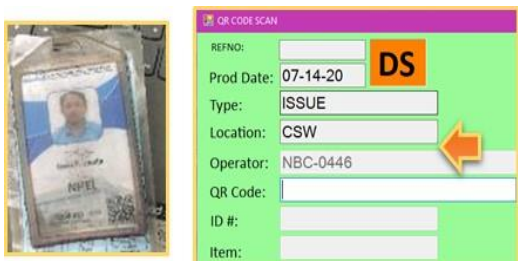

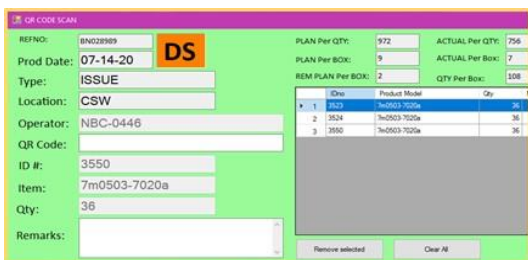
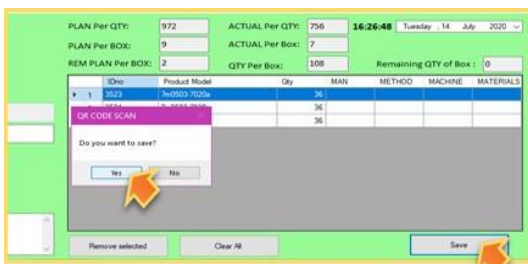
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
5.7	<p>Put <b>neon green mark</b> on ID tag as reference that it was already "RECEIVE SCAN".</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 5px; margin-right: 10px;"> <b>SCANNED MARK (SA ALREADY SCAN RECEIVE)</b> </div>  </div>	<p>*Make sure to put marking as receive traceability</p>
<b>6. ISSUANCE OF WORK IN PROCESS(WIP) IN HOTMET</b>		
6.1	<p>Check hotmelted work in process (WIP) inside sliding door.</p> 	<p>*Check if with "for issue" label. *No wrong location</p>
6.2	<p>Open the system application scan "ISSUE" QR code.</p> 	<p>*Type of scanning must be "ISSUE" * No wrong location</p>
6.3	<p>Scan the QR code of backend scanner, this will be reflected in operator portion.</p> <div style="display: flex; align-items: center;">   </div>	<p>Note: Operator's ID must be registered in Bright Keeper System</p> <p>*Always check the information entering to the system.</p>
6.4	<p>Scan the QR code in identification tag to issue the product.</p> <div style="display: flex; align-items: center;">   </div>	<p>*Double check identification tag number versus scanned.</p> <p>Note: Should be checked the scanned details versus the actual before saving.</p>
6.5	<p>Check and save the data once done.</p> 	<p>*Only maximum of 8 boxes are allowed to be scanned "issue" products prior saving.</p> <p>* Make sure to save the data before closing the system.</p>



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No.	Work Procedure/ Illustration					Records/Remarks/ Quality Pointers	
7. ISSUANCE OF FINISHED GOODS PRODUCTS (MR SWITCH AND CONTACT SWITCH)							
7.1	Get the completed finished good (FG) box from the line.					* Coordinate leader/freeman if already written in daily operation result (DOR).	
7.2	Open the system application scan "ISSUE" QR code					*Type of scanning must be "ISSUE" * No wrong location	
7.3	Scan the QR code of backend scanner, this will be reflected in operator portion.					Note: Operator's ID must be registered in Bright Keeper System  *Always check the information entering to the system.	
7.4	Scan the QR code in identification tag of finished good (FG) box.					*Make sure all ID tags per box (FG box quantity) must scanned completely.	
7.5	Details of identification tag will be reflected on the system once QR code of tag scanned.					*Double check identification tag number versus scanned.  Note: Should be checked the scanned details versus the actual before saving.	
7.6	Check and save the data once done.					* Make sure to save the data before closing the system.	