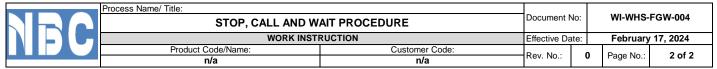
 Process Name/ Title:					
STOP, CALL AND WAIT PROCEDURE			No:	WI-WHS-FGW-004	
WORK INSTRUCTION		Effective Da	ite:	February 17, 2024	
Product Code/Name:	Customer Code:	Rev. No.:	0	Dogo No.	1 of 2
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No.		Work Procedure/ Illustration						
		STOP, CALL AND WAIT PROCEDURE						
		DEPARTMENT / SECTION : WAREHOUSE / FINISHED GOODS						
		ABNORMALITY INFORMATION FLOW	0 - 5 mins.	5 - 10 mins.	10 - 15 mins.	15-20 mins.	20 mins. or more	
		ABNORMALITY	TEAM MEMBERS	LEADER	SUPERVISOR	SECTION MANAGER	PLANT MANAGER/DIRECTOR GEN. MANAGER	
1		not feeling well	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the condition of manpower > Inform immediate to superior	> Instruct personnel to go to clinic with assistance for the assessment of Nurse/Doctor on duty > Check the effect in the operation > Assigned replacement for his/her job > Report to superior immediately	> Verify the problem and action taken	None	
2		Personnel/Staff/Leader	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the condition of manpower > Inform immediate to superior	> Verify the problem reported > Report to superior immediately > Bring the involved personnel in the appropriate place and person > Conduct investigation report > Provide countermeasure to avoid reocurence	> Verify the problem and action taken	> Verify the problem and action taken	
3			CALL the attention of Leader. Do not	> Check the condition of the machine/device > Report immediate to superior	> Verify the condition of the machine/device > Create JOB Order to IT > Check the status of the operation and its effect > Investigate the root cause of the problem > Provide countermeasure to avoid recurrence > Report to superior immediately to get advice and approval	> Verify the problem and action taken	> Verify the problem and action taken	
4		Container Truck Found Damaged or have LEAK	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the details of container problem > Consolidate all information of irregularity encounter > Inform immediate to Superior	> Verify the problem reported by leader > Coordinate to IMPEX for the their disposition > Check the effect in the operation > Report to superior immediately	> Verify the problem and action taken	> Verify the problem and action taken	
5	MACHINE		STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the condition of the machine > Report immediate to superior	> Verify the condition of the machine > Coordinate to PURCHASING to report to provider maintenance > Check the status of the operation and its effect > Investigate the root cause of the problem > Provide countermeasure to avoid recurrence > Report to superior immediately to get advice and approval	> Verify the problem and action taken	> Verify the problem and action taken	
6	Material	Lacking FG models for shipment	continue the process.	> Check the inventory data to confirm the lacking report > Consolidate all lacking details > Inform immediate to Superior	> Verify the report from leader > Coordinate to QC FINAL FG inspection the requirement models that needed for shipment > Informed superior regarding the status of lacking models	> Verify the problem and action taken	> None	
					Pre	epared by: Checked	d by: Approved by:	
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4/17 ff./Re	7/24 v. Date	0 Rev. No.	Initial Issue Details of char		M.Banaban I.Aranas N.Kitamura M. Revise Check Approve Est. date:	Banaban I. Aran	as N.Kitamura 4/17/2024	
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No	No. Work Procedure/ Illustration							
	STOP, CALL AND WAIT PROCEDURE							
		DEPARTMENT / SECT	ON: WAREHOUSE / FINISHED	·				
			0 - 5 mins.	5 - 10 mins.	10 - 15 mins.	15-20 mins.	20 mins. or more	
		ABNORMALITY	TEAM MEMBERS	LEADER	SUPERVISOR	SECTION MANAGER	PLANT MANAGER/DIRECTOR GEN. MANAGER	
7	MATERIAL	FG delivery from QC Final Inspection not in FIFO arrangement	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the actual condition of FG items for receiving > Instruct warehouseman to hold the items > Inform immediate to Superior	> Verify the report of leader > Coordinate to QC Final inspection > Instruct leader to return the FG items to arrange by QC properly	> None	None	
8	MATERIAL	FG items accidentally dropped	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Take photo the actual condition of items > Arrange the items in safe condition > Instruct the warehouseman to hold the items > Inform immediate to superior	> Check the actual condition of the items > Report to superior immediately > Conduct investigation on how it happened > Coordinate to QC inspection for quality checking of items > Provide countermeasure to avoid reoccurrence	> Verify the problem and action taken	> Verify the problem and action taken	
9	Material Material	NO Packaging Materials Supply	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the inventory data to confirm the report > Consolidate all lacking details > Inform immediate to Superior	> Verify the report from leader > Coordinate to Purchasing regarding the status of delivery > Check the operation status and possible effect > Conduct investigation on what happened > Provide countermeasure to avoid re- occurence > Report to superior immediately	> Verify the problem and action taken	> None	
10	МЕТНОВ	System error or down	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the condition of the operation > Provide the neccesary details of the affected operation > Inform immediate to Superior	> Verify the problem reported > Coordinate to IT PIC to fix the problem > Check the operation status > Confirm the effect on the operation > Report to superior immediately	> Verify the problem and action taken	> Verify the problem and action taken	
11	Method	NO Container truck used for Shipment of Finished Goods	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position		> Verify the report of leader > Coordinate to Impex the schedue and arrival of container > Check the possible effect in the operation > Report to superior immediately	> Verify the problem and action taken	> Verify the problem and action taken	
12	METHOD	Shipment preparation irregularity encounter(FG items wrong FIFO arrangement, Wrong attachment of shipment labels,Error during POKAYOKE)	STOP the process. CALL the attention of Leader. Do not continue the process. WAIT for the instruction of the leader superior and observe Standard Waiting position	> Check the details of irregularity > Consolidate all information of irregularity encounter > Inform immediate to Superior	> Verify the actual status of irregularity reported > Conduct the root cause of the irregularities > Take immediate action to fix the problem and provide countermeasure to avoid re-occurrence > Report to superior immediately to get advised and approval	> Verify the problem and action taken	None	