

	Process Name/ Title:		Document No:		WI-PRO-CNC-040	
	Tube Cutting (VT and COT) / How to accomplish Daily Report		Effective Date:		December 19, 2024	
	WORK INSTRUCTION		Rev. No.:		3	Page No.: 1 of 1
	Product Code/Name: All		Customer Code: All			

No.	Work Procedure/ Illustration				Records/Remarks/ Quality Pointers	
3	Item Name	Activity		Person -In-Charge	Time	
	Start time:	Record the time when operation started. (Include time of machine checking).		Operator	Start	
	Process Name / Machine Number:	Record process code (VT) or (COT) and machine number.				
	Date:	Record today's date. (Year - Month - Day)				
	Operator Name:	Record name of operator assigned on the station.				
	Product Name:	Record the product name being produced.		Operator		
	Production lot No:	Record the Lot No. base on date produced (MonthDateYearShift)				
	Diameter:	Record the actual diameter of tube.				
	Color:	Record the Color of tube stated on the label.				
	Slit:	Slit of tube as stated on label. Record — if not applicable.				
	Machine Stopper:	Record O if applicable and X if not applicable.				
	Material Lot No.:	Record lot number of the material as stated on the label.				
	Quantity:	Record quantity being produced. (per product name)				
	Table Set up	Record O if applicable for tray/cover and X if not applicable.				
	Tube Length (1st piece)	Check both samples and record actual length of the first piece (Hatsumono).				
	Cross Section: (1st piece)	Check cross section of both samples, record OO if good.				
	Leader Signature First Piece / PN :	Check the measurement and data written. If there is no problem, sign on the First Piece column.				
	Tube Length: (2nd piece)	Measure first and second sample. If good, record actual length of second piece (Hatsumono).		Operator		
	Cross Section: (2nd piece)	Check cross section of both samples, record OO if good.				
	Defect:	If there is any defect, record quantity.				
	Error:	If machine is stopped by error, record the frequency of error.				
	Tube Length (Last piece) :	Measure and record the actual length of the last piece (owarimono).		Senior Line Leader or Line Leader or Freeman		
	Cross Section (Last Piece):	Check cross section of last piece, record OO if good.				
	Leader Signature: Last Piece/ PN	Confirm the last piece (Owarimono). If there is no problem, record signature.				
	Page ___ of ___ :	Record page number over total number of pages.		Operator	End	
	Finish time:	Record the time when operation ended. (include time consumed on writing last details on all forms.)				
	Total Working Time:	Record total working time in minutes.				
12/19/2024	3	Add checking of table set up	M. Lipaopao/ W. Bergado	C. Calayan	W. Carbillon	
11/14/2022	2	General revision and add check point item.	W. Bergado	O. Merin	O. Merin	
06/01/2018	1	Change Subleader to Line Leader/Senior Line Leader. Change picture.	W. Valdez	W. Carbillon	O. Merin	
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	
			Est. date:	July 10, 2017		

CONFIDENTIAL: Any misuse or misappropriation, including unauthorized copying, reproduction in any form, disclosure or publishing of this document or any information herein is strictly prohibited.

NBC (Philippines)  
MASTER COPY

DCC Stamp