

Process Name/ Title:					
FIFO (WAR	EHOUSE)	Document N	No:	WI-WHS	6-RMW-002
WORK INST	RUCTION	Effective Da	Effective Date:		12, 2025
Product Code/Name:	Customer Code:	Rev No :	a	Page No :	1 of 4

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No.			cedure/ Illustration				ds/Remarks/
1	Objective / P	urpose				Quan	ly i officers
		lure is to ensure that the FIFO rule is applied components from aging (surface oxidation, o		actors.			
2	FIFO - First In	First Out					
		and Local materials, arrival date is the basis of ials to arrive are the first materials to be take		al to storage lo	cations.		
3	Indication		FIRST OUT INDI	CATION			
		your guide as the start of withdrawal of box prage locations	I IIISI (UT -			
		guide as the last refilled of the box/materials pallet location	in the storage	TION			
	actua	COLOR CODING - attach to every box to easil il arrival date of the materials per month. · to WI-WHS-RMW-004	MODITI DAY YEAR MADE TO THE PROPERTY OF THE PR	COLOR CODING INTERNAL STAR AND STAR STAR STAR STAR STAR STAR STAR STAR	/EAR		
		APE/RED VELCRO TAPE - indication of divisio sily identify and to prevent mixing to other ic		ADJUST DOCEMBER	ЛΡ		
		- refers to the quality confirmation and insponents or products.	ection of purchased raw materials,	QC PASSED DD.MM.YYY	\rightarrow		
4	HOW TO APP	LY First-In, First-Out					
	A. Proper labe B. Materials n C. Monthly co to ensure t D. FIRST OUT	ck - (Carton/Foldable box, PVC tube, etc.) eling is required to follow the FIFO. nust have Monthly color coding. ellor coding must be place in front of the box what the FIFO is followed. sign must be place in front of the racks where ust be place at the back of the racks where the side of	e the box is first to be withdraw.	ers			
	WITHD 115	RAWAL SIDE 1786 OD 17780 OD 17			7/10/2021		

Withdrawal:

- A. Withdraw from front of upper left side where the FIRST OUT was placed. After consumed one line, withdraw up to the right side line.(Drawing A and B)
- B. Apply Z character issuance, if same materials occupied upper and lower rack level.
- C. Transfer the FIRST OUT sign to the next box/materials to be withdraw.

Always check the "FIRST OUT" indication if it is in the correct place before picking of materials

						Prepare	Check	Approve
03/12/2025	9	Revised paragraph in page3 from "Materials Place in Pallet and in Over flow area" to "Materials Place in Pallet Fixed Location" New established Guidelines for the control of materials in overflow area (GL-WHS-RMW-005 Rev.0 Control of Materials in Overflow Area)	E.Sanchez	M. Banaban	N. Kitamura			
03/14/2023	8	Additional objective/purpose. Revise photo of monthly color coding, revision of details in process in no. 4 qand 6.	E.Sanchez	M. Banaban	N. Kitamura			
09/26/2022	7	Additional instruction on how to apply FIFO sign in overflow area	E.Sanchez	M. Banaban	N. Kitamura	200	Sussen	1 K 1
06/14/2022	6	Change Document no. from WI-PUM-WHS-014 to WI-WHS-RMW-002	E.Sanchez	M. Banaban	K.Funaki	E.Sanchez	M. Banaban	N. Kitamura
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	05/15	/2017

FRONT SIDE RACK (WITHDRAWAL)

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		WORK INSTRU	ICTION	Effective Da	te:	March	12, 2025
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No.		Work Proce	dure/ Illustration				ds/Remarks/
						Qual	ity Pointers
	illing: ill the boxe	s/cases from back where the FILL sign was pl	ace.	1	STAD	Aluena	chack tha "EILL"

- B. REFILLING of materials is from right side of the rack going to the left side of the racks
- C. Apply reverse Z character in refilling, if same materials occupied the upper and lower rack level.
- D. Transfer the FILL sign to the last box refilled



Always check the "FILL indication if it is in the correct place before refilling of materials

Terminal Rack

Withdrawal:

- A. Withdraw from Left side going to the Right side of the rack.
- B. Apply Z character issuance, if same item occupied upper and
- C. Transfer the FIRST OUT sign to the next box to be withdraw.

Refilling:

- A. Refill the box Infront of the rack where the FILL sign was placed.
- B. Refilling is from the FILL sign going to the right side of the rack.
- C. Apply Z character in refilling, if same item occupied upper and lower rack level.
- D. Transfer the FILL sign to the last box refilled.



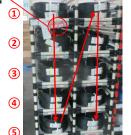
BACK SIDE RACK (REFILLING)

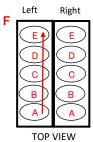
Wire Rack (AVSS / AVSSF / TVSSC)

Withdrawal:

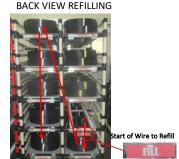
- A. Withdrawal is from upper left side (Layer 1), Pile A to E going down up to Layer (2), (3), (4) and (5)
- B. After consume Layer 1 5 , proceed to withdraw next upper right side going down.
- C. Transfer the FIRST OUT sign to the next wire to be withdraw.

FRONT VIEW WITHDRAWAL





- A. Refill the wire from back where the FILL sign was place.
- B. REFILLING of wire is from right side of the rack where the FILL sign was placed going up to the Left side then going down Refer to drawing F.
- C. Transfer the FILL sign to the last wire was refilled
- D. Piling of wire on racks was only 2 rolls per shooter rack



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Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
Withdrawal: A. Withdrawal is from left side where the FIRST OUT sign was placed going to the right side. Refer to Drawing G. B. Transfer the FIRST OUT sign to the next box to be withdraw. Refer to drawing G.	
Refilling: A. Refilling is from FILL sign going to the right side of the cabinet. B. Transfer the FILL sign to the last box/materials was refilled. Refer to drawing H.	
Materials Place in Pallet Fixed Location FRONT VIEW WITHDRAWAL	
Withdrawal: A. Withdrawal is from the FIRST OUT sign was placed in Pile A, going down to the bottom box, then proceed to the next pile B at the back. B. After consumed all boxes from Pile A to B, proceed to the right front side Pile C, then repeat procedure A. Refer to drawing I. C. Transfer the FIRST OUT sign to the next box to be withdraw.	
TOP VIEW FILL FIRST OUT	
Refilling: A. Refilling is from FILL sign going to the right side of the pallet. B. Transfer the FILL sign to the last box/materials was refilled. Refer to drawing J.	
 C. If the materials are placed more than 1 pile in pallet, put a FIRST OUT sign on top of the first piling and FILL sign on the last piling. D. If the materials are only 1 box or 1 pile, only FIRST OUT sign was placed on top of the materials. 	



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Delay Delivery Date For import and tool materials, Artival date in the basis of FEO for sorting, refilling and withdrawal. Disregard the manufacturing for no. of the manufacturer, Except for materials with expitation. With un expected delay delivery date of materials due to uncontrolled scenario, for example (see below) A. MRC lagan ship base 7027/05/20- Arrive in NRP June 10, 2021 B. NRC Lagan ship base 7027/05/20- Arrive in NRP June 10,		Common N/A	
For import and Local materials, Arrival date is the basis of FiPO for sorting, refilling and withdrawal. Disregard the manufacturing lot no. of the manufacturer. Except for materials with expiration. With un-expected delay delivery date of materials due to uncontrolled scenario; for example (see below) A. NBC Japan Ship Date 2021/05/02 - Arrive in NBP June 3, 2021 8. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021 > Ship date of item 8 is never than the 10 gate of item A > But Item A is a fare first than the 18 > Item A is the first to refill to storage location than Item B > Item A also is the first to consume in storage location than Item B Waterial with Expiration	No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
For Import and Local materials, Arrival date is the basis of RiPC for sorting, refilling and withdrawal. Disregard the manufacturing lot no. of the manufacturer. Except for materials with expiration. With un-expected delay delivery date of materials due to uncontrolled scenario; for example (see below) A. NBC Japan Ship Date 2021/05/02 - Arrive in NBP June 10, 2021 B. NBC Japan Ship Date 2021/05/03 - Arrive in NBP June 10, 2021 > Ship date of item B is newer than ship date of item A > But Item A las is arrive first than item B > Item A las the first to crell to storage location than item B > Item A also is the first to consume in storage location than item B Tem A lass is ship date of item B	5	Delay Delivery Date	
manufacturing lot no. of the manufacturer. Except for materials with expiration. With un-expected delay delivery date of materials due to uncontrolled scenario; for example (see below) A. NBC Japan Ship Date 2021/05/02 - Arrive in NBP June 3, 2021 B. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021 > Ship date of item 8 is never than ship date of item A > But then A is a rrive first than item 8 > Item A is a rrive first to refil to storage location than item 8 > Item A is a rrive first to refil to storage location than item 8 > Item A is better to storage location than item 8 Materials with expiration Materials with expiration like Soldering wire, Terminal (7D0349-0060), Thermelt, Blanking Oli, and Grease Refer to WHWIS-RNW-003 Material with Expiration Withdrawal: A. Expiration date is the basis of withdrawal B. Arrangement and withdrawal is from the nearest expiration of the materials. C. Withdrawals in from let side where the RISTO UT sign was placed going to the right side D. Transfer the FIRST OUT sign to the next box to be withdraw. Refilling: A. Upon receiving of materials with expiration, sorting and arrangement of materials are based on expiration date are needed. B. Refilling and arrangement of materials on the storage location is from the nearest expiration date. C. Refilling is from left side where the FILL sign was placed going to the right side D. Transfer the FILL sign to the last bow/materials was refilled. If incase encountered UN-FIFC expiration date received from Supplier Refer to WI-WHS-RMW-003 Material with Expiration A Receive materials from end-user B. Returned materials from production and other departments have proper label with part no. and quantity. C. Check the materials is good condition, accept the materials is greated position. It will be located to FIRST OUT location and consume first when next withdrawal. F. If the materials is round.			
With un-expected delay delivery date of materials due to uncontrolled scenario; for example (see below) A. NBC Japan Ship Date 2021/05/02 - Arrive in NBP June 3, 2021 B. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021 > Ship date of item B is newer than ship date of item A > But item A is a frick first than item B > Item A is first to refill to storage location than item B > Item A as item first to refill to storage location than item B Material with Expiration Materials with expiration like Soldering wire, Terminal (700349-0060), Thermelt, Blanking Oil, and Grease Refer to WI-WHS-RMW-003 Material with Expiration Withdrowal: A. Expiration date is the basis of withdrawal B. Arrangement and withdrawal is from the nearest expiration of the materials. C. Withdrawal is from left side where the FIRST OUT sign was placed going to the right side D. Transfer the FIRST OUT sign to the next box to be withdraw. Refilling: A. Upon receiving of materials with expiration, sorting and arrangement of materials are based on expiration date are needed. B. Refilling at from left side where the FIRST out sign and arrangement of materials are based on expiration date. C. Refilling is from left side where the FIRST was placed going to the right side D. Transfer the FIRST sign to the last box/materials was refilled. If incase encountered UN-FIFO expiration date received from Supplier Refer to WI-WHS-RMW-003 Material with Expiration 7 Returned materials A Receive materials from production and other departments have proper label with part no. and quantity. C. Check the materials is Its lill in proper condition. D. If found abnormality on the materials, return the materials to root on and consume first when next withdrawal. If the materials with expiration and consume first when next withdrawal. If the materials we good condition, accordinate precisions team for the materials.		For Import and Local materials, Arrival date is the basis of FIFO for sorting, refilling and withdrawal. Disregard the	
A. NBC Japan Ship Date 2021/05/02 - Arrive in NBP June 3, 2021 B. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021 > Ship date of item 8 is newer than ship date of item A > But Item A is or in first to refill to storage location than item B > Item A is the first to refill to storage location than item B > Item A is the first to consume in storage location than item B Tem A is the first to consume in storage location than item B Tem A is the first to consume in storage location than item B Materials with Expiration		manufacturing lot no. of the manufacturer. Except for materials with expiration.	
B. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021 Ship date of item B is newer than ship date of item A But item A is strive first than item B Item A also is the first to consume in storage location than item B Item A also is the first to consume in storage location than item B Material with Expiration Material with Expiration like Soldering wire, Terminal (700349-0060), Thermelt, Blanking Oil, and Grease Refer to Wi-WHS-RNW-003 Material with Expiration Withdrawal: A. Expiration date is the basis of withdrawal B. Arrangement and withdrawal is from the nearest expiration of the materials. C. Withdrawal is from left side where the FIRST OUT sign was placed going to the right side D. Transfer the FIRST OUT sign to the next box to be withdraw. Refilling: A. Upon receiving of materials with expiration, sorting and arrangement of materials are based on expiration date are needed. B. Refilling and arrangement of materials on the storage location is from the nearest expiration date. C. Refilling is from left side where the FIRL sign was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side Refer to Wi-WHS-RNW-003 Material with Expiration 7 Returned materials from end-user 8. Returned materials from production and other departments have proper label with part no. and quantity. C. check the materials is flow medicals, return the materials to production for proper identification and labeling. It will be located to FIRST OUT location and consume first when next withdrawal. F. If the materials is a lign of condition, accept the materials and return to storage location.		With un-expected delay delivery date of materials due to uncontrolled scenario; for example (see below)	
B. NBC Japan Ship Date 2021/05/01 - Arrive in NBP June 10, 2021 Ship date of item B is newer than ship date of item A But item A is strive first than item B Item A also is the first to consume in storage location than item B Item A also is the first to consume in storage location than item B Material with Expiration Material with Expiration like Soldering wire, Terminal (700349-0060), Thermelt, Blanking Oil, and Grease Refer to Wi-WHS-RNW-003 Material with Expiration Withdrawal: A. Expiration date is the basis of withdrawal B. Arrangement and withdrawal is from the nearest expiration of the materials. C. Withdrawal is from left side where the FIRST OUT sign was placed going to the right side D. Transfer the FIRST OUT sign to the next box to be withdraw. Refilling: A. Upon receiving of materials with expiration, sorting and arrangement of materials are based on expiration date are needed. B. Refilling and arrangement of materials on the storage location is from the nearest expiration date. C. Refilling is from left side where the FIRL sign was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side D. Transfer the FIRL sign to the last bow materials was placed going to the right side Refer to Wi-WHS-RNW-003 Material with Expiration 7 Returned materials from end-user 8. Returned materials from production and other departments have proper label with part no. and quantity. C. check the materials is flow medicals, return the materials to production for proper identification and labeling. It will be located to FIRST OUT location and consume first when next withdrawal. F. If the materials is a lign of condition, accept the materials and return to storage location.		A. NRC Janan Ship Date 2021/05/02 - Arrive in NRP June 3, 2021	
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