








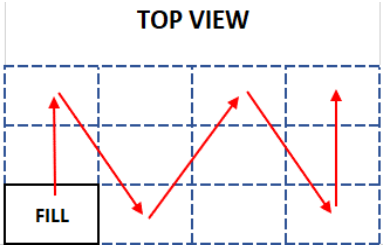
	Process Name/ Title:		Document No:		WI-WHS-RMW-008	
	Control of Raw Materials		Effective Date:		April 25, 2025	
	WORK INSTRUCTION		Rev. No.:		12	
	Product Code/Name:	Customer Code:	Page No.:	2 of 3		
	Common	N/A				

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<ul style="list-style-type: none"> * Put the materials on the designated location subject for IQC inspection. * For material with expiration : Check the manufacturing date and expiration of the materials. Refer to WI-WHS-RMW-003 * Record the materials with expiration on the Material Expiration form. (F-WHS-025) * Put stamp RECEIVED on the receiving documents and sign by the Receiving PIC (supplier's copy and customers copy). * Update the Delivery Monitoring Board for the actual date of delivery of materials. * Incase there is new supplier, leader shall update the supplier listed on the Delivery Monitoring Board. * Endorse the documents to Warehouse Clerk for documentation. 	<p>12 If encountered any abnormalities, refer to: STOP, CALL & WAIT Procedure(WI-WHS-RMW-010)</p>
6	Materials QC Inspection Raw materials <ul style="list-style-type: none"> * Transmit a copy of Delivery Receipt(DR) or Packing list together with Transmittal form to IQC as their reference of materials for QC inspection. * Put cone indication "FOR QC INSPECTION" on the materials.   <p>For New materials / For Evaluation Materials</p> <ul style="list-style-type: none"> * Warehouseman shall inform Leader/Supervisor for the New Materials received. * Issue a copy of Delivery Receipt(DR) or Packing list together with Transmittal form to IQC as their reference of materials for QC inspection. * Put cone indication "FOR QC INSPECTION" on the materials. * If warehouseman encountered materials without Supplier Label, Report to Leader/Supervisor. * Hold the materials in WH Holding Area. * Inform Purchasing and Quality team for the disposition of material and preparation of Trouble Report. 	<p>All materials are not allowed to place directly on the floor</p> <p>12 If encountered any abnormalities, refer to: STOP, CALL & WAIT Procedure(WI-WHS-RMW-010)</p>
7	Materials Sorting <ul style="list-style-type: none"> * After QC inspection, warehouseman shall check if all the materials have QC stamp. * Transfer the materials in sorting area. * Put cone indication "FOR SORTING".   <p>Sorting process shall based on below assigned lead-time. For Import Supplier (NBC Japan) and Local coding - within 3 working days after quality inspection.</p> <ul style="list-style-type: none"> * Check and print the required Monthly Color Coding for the materials. Refer to WI-WHS-RMW-004 * Actual received date was indicated on the Monthly Color Coding label. * Attach "Monthly Color Coding" in each box/packaging of the materials. * Attachment of Monthly Color Coding is after incoming quality inspection of materials. * Attachment of Monthly Color Coding is in front of each box which can easily be seen. <p>See below illustration:</p>   <ul style="list-style-type: none"> * Sort the materials per part number. 	<p>Warehouseman shall check and ensure that all materials have "QC STAMP" before transferring to sorting area and refilling to storage location</p> <p>12 If encountered any abnormalities, refer to: STOP, CALL & WAIT Procedure(WI-WHS-RMW-010)</p>

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8	Material Storage REFILLING IN PARTS RACK: <ul style="list-style-type: none"> After sorting the materials warehouseman shall transfer the materials in storage location. At the back of parts rack, Check the "FILL" sign as where it was placed. Refilling of materials in parts rack is from "FILL" sign going to the left side of the racks. Refilling is based on the oldest to newest received date of the materials.  <p>"FILL" sign</p> <ul style="list-style-type: none"> Transfer the "FILL" sign to the last box refilled. REFILLING IN PALLETIZED: <ul style="list-style-type: none"> Check the "FILL" sign as where it was placed at the last materials was refilled. Check the monthly color coding/received date attached on the box before refilling. Refilling of materials in the pallet is from "FILL" sign going to the right side of the pallets. Refilling is based on the oldest to newest received date of the materials.  <p>TOP VIEW</p>  <ul style="list-style-type: none"> Transfer the "FILL" sign to the last box after refilling. 	<p>12 Note: 2nd floor is the storage of Raw Materials that needed to supply in production 2nd floor location. We have fixed assigned Jacklift/Hand pallet to be used only at 2nd floor and every Monday or weekly have cleaning schedule to avoid dusty flooring.</p> <p>12 If encountered any abnormalities, refer to: STOP, CALL & WAIT Procedure(WI-WHS-RMW-010)</p>
9	Endorsement of Documents <ul style="list-style-type: none"> On the next day morning, all received documents shall be forwarded to Purchasing/Impex Department by warehouse clerk. Purchasing - Original copy of SI, DR, with attachment of Warehouse Receiving Record. Impex - Local Delivery - Xerox copy of SI, DR, with 8106/8110/EZTD docs. Purchasing/Impex team shall sign on the Documents Endorsement Logbook for the proof that all the documents has been received. 	

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