	Process Name/ Title:		Document No:		WI-QAD-QAC-249	
	STEERING-FG INSPECTION				Effective Date:	
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No.	Work Procedure/ Illustration		Records/Remarks/ Quality Pointers				
①	Place in "Before Inspection" area.	<div></div> <div></div> <div>Cover the aluminum frame using the Table Top</div>	<p>► Every start of the shift review the work Instructions and inspection standard.</p> <p>► Applicable inspection standard should also be reviewed every change of product type.</p> <table><thead><tr><th>PRODUCT TYPE</th><th>INSPECTION STANDARD CONTROL NUMBER</th></tr></thead><tbody><tr><td>Steering/Hayashi</td><td>IS-QAD-QAC-013</td></tr></tbody></table>	PRODUCT TYPE	INSPECTION STANDARD CONTROL NUMBER	Steering/Hayashi	IS-QAD-QAC-013
PRODUCT TYPE	INSPECTION STANDARD CONTROL NUMBER						
Steering/Hayashi	IS-QAD-QAC-013						
②	Check the condition of box and plastic before inspection	<div></div> <div></div> <div>Turn the box upside down to make sure that there is no foreign object adhere or present inside/outside the box.</div> <div>Turn vinyl plastic upside down to check if there is no foreign material inside</div> <div>This portion (aluminum frame) must be covered before inspection starts to prevent the parts from fitting through the holes.</div> <div>Refer to process no. 1</div>	<p>► Check if the Master Sample, Inspection Performance, Packaging Checklist and Packing Instruction of the corresponding model given by TP man are same to the parts to be inspect.</p> <p>► Fill in the Daily Inspection Record (F-QAC-393) the required details prior start of the inspection.</p>				
③	Check the ID tag details versus the actual	<div>Identification Tag</div> <div></div>	<p>► Ensure that the details in production ID Tag versus actual parts has no discrepancy (eg. Quantity, revision level, part no., etc.)</p> <p>► Fill in the Daily Inspection Record and Inspection Performance the Lot Number, ID tag Number, Date and Revision</p>				
④	Check the quantity	<div></div> <div></div> <div>Pick up the products inside the box to count the actual parts received.</div> <div>Place the products on top of the table after counting.</div>	<p>► Manual Counting of parts shall matched with the actual ID tag.</p> <p>► If found quantity discrepancy, Follow one-cycle stop, do the STOP-CALL and WAIT</p> <p><b>REFERENCE GUIDELINES</b></p> <p><b>GL-QAD-QAC-017</b> Handling Defect and Abnormality Treatment Flow</p>				
⑤	Conduct Dimension/Visual Inspection	<div><b>DIMENSION CHECKING</b></div> <div>Dimension checking is being conducted in the <b>first unit only</b> for every box.</div> <div></div> <div></div> <div>Record the result in the inspection Performance Checksheet</div>	<p>► Fill- in inspection performance checksheet is based on the first piece inspection</p> <p>► Dimension Check - data should be written after measuring each dimension checkpoint n=1pc/box</p> <p>► Visual check - the result will be written after comparison of the first piece with the master sample n= 100% inspection</p>				

06/19/24	2	Correct the word "uninspected" to inspected in no. 8 Change photo in no.8	Y. Perez	M. Garcia	R. Pascua	O. Merin	Prepare	Check	Approve	Noted
03/07/24	1	Interchange process flow no. 12, 13 and 14 based on actual condition	M. Garcia	D. Dadulla	R. Pascua	O. Merin				
02/17/24	0	Initial Issuance	M. Garcia	D. Dadulla	R. Pascua	O. Merin				
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Noted	Est. date:	February 17, 2024		






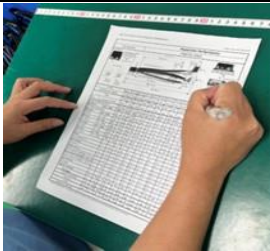


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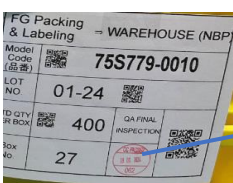





DCC Stamp


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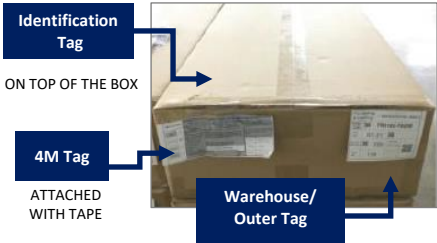
  

No.	Work Procedure/ Illustration		Records/Remarks/ Quality Pointers
⑥	Comparison with the master sample		<p>► Check the appearance and accessories of parts.</p>
⑦	Conduct Inspection while comparing with the master sample		<p>► Use a magnifying lamp or microcamera, depending on the model requirement.</p>
⑧	<div style="text-align: center;">  </div> Separate the "for inspect to Inspected parts using separator	 <div style="position: absolute; top: 375px; left: 625px;">Before Inspection "For Inspect"</div> <div style="position: absolute; top: 458px; left: 645px;">Separator</div> <div style="position: absolute; top: 562px; left: 615px;">Place the parts inside of the plastic vinyl bag</div>	<div style="text-align: center;">  </div> <p>► If the inspected part is GOOD, place the part inside the vinyl plastic bag.</p> <p>► If the inspected part is NG, press the alarm button to call the attention of the Leader. Then, follow the Control of Non-conforming and Corrective Action Procedure (NBP-OP-003).</p> <p><b>REFERENCE GUIDELINES</b></p> <p><b>GL-QAD-QAC-017</b> Handling Defect and Abnormality Treatment Flow</p> <p><b>GL-QAD-QAC-018</b> QC Replenish Requisition Flow</p> <p><b>GL-QAD-QAC-034</b> Recording and Traceability of 4M Change Application</p>
⑨	Fill in the Inspection Performance Checksheet the result of inspection	 <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <b>*** Write the total inspected quantity and judgment***</b> </div>	<p>► Write legibly and correctly.</p>
⑩	Conduct Pokayoke Scanning ( 2 tags)	<div style="display: flex; justify-content: space-around;"> <div> <b>Scan Identification tag</b>   </div> <div> <b>Scan Inner tag</b>   </div> </div>	<p>► If encountered NG in scanning, press the alarm button to call the attention of the Leader. Then, follow the Control of Non-conforming and Corrective Action Procedure (NBP-OP-003).</p>



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No.	Work Procedure/ Illustration			Records/Remarks/ Quality Pointers			
⑪	Place the inner tag with stamp inside the vinyl bag				<p>► For QC stamping, it shall follow the format date-month-year</p> <p>► Lot number in inner tag must correspond with the current month and year (mm-yy)</p> <p>► Check the details of ID tag and Inner tag if no discrepancy before stamp.</p>		
⑫	Stamp the Outer tag	<div>Identification Tag</div>  <div>Inner Tag</div>  <div>Warehouse/ Outer Tag</div> 			<p>► Parts should be place in the box located in after inspection</p> <p>► Lot number in outer tag must correspond with the current month and year (mm-yy)</p> <p>► Check the details of ID tag and Warehouse tag if no discrepancy before stamp.</p>		
⑬	Conduct Pokayoke Scanning (10 tags)	<div>Scan 4 (four) Identification tag</div>  <div>Scan 4 (four) inner tag inside of the plastic vinyl bag</div>  <div>Scan inner tag &amp; outer tag</div> 			<p>► If encountered NG in scanning, press the alarm button to call the attention of the Leader. Then, follow the Control of Non-conforming and Corrective Action Procedure (NBP-OP-003).</p>		
⑭	Fill in the required details in packaging checklist.				<p>► Ensure to get the Packaging Checklist of the corresponding model</p> <p>► FG tag no.'s must be in sequential order.</p>		
⑮	Pack the inspected parts				<p>► Refer to packaging Checklist of each model for packaging checkpoints.</p> <p>► Refer to packing Instruction of each model for standard packaging</p>		

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No.	Work Procedure/ Illustration		Records/Remarks/ Quality Pointers
16	Conduct proper tagging of tags	<div>TRJ</div> <div></div> <div>TRMX</div> <div></div>	<ul style="list-style-type: none"><li>► Check the Lot Number, Box Number and Quantity in production Identification Tag vs. Inner Tag vs. Warehouse Tag</li><li>► Put the Inner Tag on the top of plastic bag and attached the Warehouse Tag outside the box for warehouse reference.</li><li>► Only external 4M shall be attached in FG boxes.</li></ul>

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