

**WORK INSTRUCTION HOW TO REVISE PS WITH CHANGING MATERIAL**

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**I. PURPOSE:**

This Work instruction provide the guideline how to revise Product Structure in case of materials change

**II. APPLICATION:**

This procedure concerns PRD, QAS, PLN, MDP Department

**III. REFERENCE DOCUMENTS:**

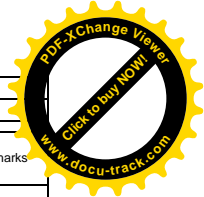
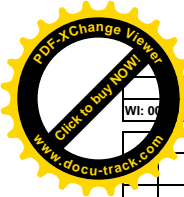
- 1 ISO 9001: 2000: Quality management system- requirements
- 2 0-Pr-001: Control of internal original documents

**IV. TERM DEFINITION**

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**V. FLOWCHART**

Checked by : Trung Kien Date: 27 Dec 11	Approved by: K. Shindo Date: 28 Dec 11
Prepared by : Bao Khiem	Date: 26 Dec 11



## WORK INSTRUCTION HOW TO REVISE PS WITH CHANGING MATERIAL

WI: 00

JI-125

Version 1

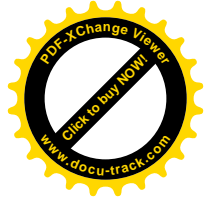
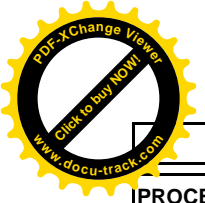
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Section incharge		Description	Remarks
Manufacturing			
1	<p><b>A: Submit 4M Change</b></p> <pre>graph TD; Start([Information to revise PS]) --&gt; Review{Review PS/ Spec}; Review -- N --&gt; NoUpdate1[Don't update/revise PS]; Review -- Y --&gt; Inform1[Inform changing points to the person who issue spec by email or WD]; Review -- Y --&gt; Inform2[Inform with Planner, Pur, QAS: to get sample for trial run]; Inform1 --&gt; Eval{Evaluation sample}; Inform2 --&gt; Eval; Eval -- N --&gt; NoUpdate1; Eval -- Y --&gt; Issue[Issue Technical Report &amp; 4M Change]; Issue --&gt; CheckM{Check/ Approved by Manager}; CheckM -- N --&gt; Issue; CheckM -- Y --&gt; AppM{Approved by Department Manager}; AppM -- N --&gt; NoUpdate2[Don't update/revise PS]; AppM -- Y --&gt; AppC{Approved by Customer}; AppC -- N --&gt; NoUpdate3[Don't update/revise PS]; AppC -- Y --&gt; Revised[Revised PS]; Revised --&gt; CrossCheck{Cross Check PS by Staff/Eng on changing points only}; CrossCheck -- N --&gt; Revised; CrossCheck -- Y --&gt; Instruct[Instruct the changing contents to PLN, QAS, PRD workshop by Email or Working Direction];</pre>	<p>Information to revise PS from customer/supplier: <b>From internal department information:</b> PLN, QAS, MPD lack of materials <b>From supplier information/ Change supplier</b> Design change: increase version materials <b>From internal group:</b> Cost down Polishing sheet purpose Cost down consume materials <b>Materials change:</b> Main materials, Packing materials, Consumption</p> <p>* Eng review PS</p> <p>* Engineer evaluate sample</p> <p>* Follow 4M Change procedure 4-Pr-007</p> <p>* Engineer revise PS * Customer approved for using materials with two spec parallel: Create Alternative PS * Eng must be confirm to Planner/Purchaser which kind of PS in period time to CLEAR Stock of material with old spec - End effective date: Material with old spec - Start effective date: For materials with new spec <b>Take note: clear stock with old version first, after that replace to the new version of material spec</b></p>	
3	<p>Instruct the changing contents to PLN, QAS, PRD workshop by Email or Working Direction</p>	<p>* Working Direction content: - Information: Clear stock, separate WIP, confirm shipping P/O</p>	

1	<pre> graph TD     CR([Customer Request]) --&gt; RPS{Review PS}     RPS -- N --&gt; DRPS[Don't revise PS]     RPS -- Y --&gt; RPSR[Revised PS]     RPSR --&gt; CPCS{Cross Check PS by Staff/Eng on changing points only}     CPCS -- N --&gt; RPSR     CPCS -- Y --&gt; ICD[Instruct the changing contents to PLN, QAS, PRD workshop by Email or Working Direction]         </pre>	<p>* <b>Customer Request</b></p> <ol style="list-style-type: none"> <li>1. Customer issue the Working direction</li> <li>2. Purchasing spec revise</li> <li>3. Customer email</li> </ol>	
2		<p>* Eng review PS</p> <p>* <b>Engineer revise PS</b></p> <p>* Customer approved for using materials with two spec parallel: Create Alternative PS</p> <p>* Eng must be confirm to Planner/Purchaser which kind of PS in period time to CLEAR Stock of material with old spec</p> <ul style="list-style-type: none"> <li>- End effective date: Material with old spec</li> <li>- Start effective date: For materials with new spec</li> </ul> <p><b>Take note: clear stock with old version first, after that replace to the new version of material spec</b></p>	
3	<p>Instruct the changing contents to PLN, QAS, PRD workshop by Email or Working Direction</p>	<p>* Working Direction content:</p> <ul style="list-style-type: none"> <li>- Information: Clear stock, separate WIP, conform shipping P/O</li> </ul>	

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## VI. REVISION HISTORY

## REVISION HISTORY

Date	Person	Version	Old content of description	New content		Reason of change
				New description	Change requester	
12/26/2011	B.Khiem	1		* Establish	* N.T Kien	

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