

TRANSFERRING MATERIAL PROCEDURE INSTRUCTION

WI No.: 000/7-WI-131

Version: 1

Effective date: 3-Jan-2012

I/ Purpose:

To instruction MDP engineer to transfer material

II/ Application range:

Apply for making product sample without customer's PO. But material is on development process and not yet approved

III/ Definition:

MDP: material development project section

WI: Working instruction

IV/ Content:

Carry out following flow chart:

Step	Follow chart	Description	Related document
1	Receiving Customer's request	- Receiving request making product from customer by email or verbal	
2	Confirm to customer about request NG OK	- If have any unclear mater about customer's request, MDP Engineer must contact directly with customer for more detail	
3	Tranferring request to concerning section	- Must have a meeting between MDP-INC-PRD about the checking method of material and sample. - INC must check material 100%, follow WI for checking material that trasnfered from MDP.	
4	Make plan for trail run	- Discuss in above meeting between MDP-INC-PRD for making plan for trail run and confirm delivery date.	04-Pr-013/04-Fo-001
5	Making sample		
6	Summary in Initial control Report	- PIC must summary after trail run sample	04-Pr-013/04-Fo-002
7	Get reviewing & approval for mass production NG OK	- Start mass production after get approval	
8	Follow up the validation & keep record	Follow up the validation and keep record	

Note:

1. With customer's request for making sample but has PO, follow procedure 4-Pr-001
2. With customer's request for making sample and customer will check in FOV workshop, Incoming no need inspection material, MDP must inspection material 100%.

Prepared by: Huynh Thi Thao Quyen
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Checked by: Vo Anh Tuan
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Approval by: Tran Dac Do
Date: 3-Jan-2012



REVISION HISTORY						
Date	Person	Version	Description		Reason of change	Change requester
			Old content	New content		
28-Dec-11	Huỳnh Thị Thảo Quyên	1		First time issue.		Trần Đức Độ

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