

## Printing Part Inspection System (PPIS) Meeting Minutes

### Meeting Schedule

Date	Time	Location	Tele-Conference No.	Meeting No.
Thursday, 30th July 2015	12pm - 1:45pm	Material Management Meeting Room		02/2015

### Attendance

No	Attendees	No	Attendees	No	Absentees
	Panasonic		Hanodale Tech Sdn Bhd		
1	Mr. Rahman	1	Mr. Noor Hisham b Hj Nordin		
2	Ms. Syazana	2	Mr. Thomas Cheah		
3	Mr. Mahendran				
4	Mr. Rusli				
5	SAP Consultant				

### Agenda

No	Topics	No	Topics	No	Topics
1	Follow up Action List				
2	Close Items				
3	Discussion Items and Comments				
4	Non conformance Issues				
5	Round Table				

### Follow up Action List

No	Date	Person in charge	Description	Status
	29 Jul 2015	Ms. Syazana	To create SAP admin user (read-only access) for Thomas to examine the data definition of QCTag, PO, and DI.	
	29 Jul 2015	Mr. Thomas	To recommend the barcode format and numbering convention for QCTag.	
	29 Jul 2015	Mr. Thomas	To develop the first prototype that illustrates the user experience of the basic parts inspection process.	

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### Close Action List

No	Date Commence	Person in charge	Description	Status : Date Closed

### Discussion Items and Comments

No	Person	Subject	Description	Status
1	Mr. Rahman	Walkthrough of DI creation and QCTag generation.	<p>The following processes were demonstrated by Mr. Rahaman during the session:</p> <ol style="list-style-type: none"> <li>1. Purchasing source list with components that were marked with "QA" or "SKIP" that indicate parts that require inspection or otherwise.</li> <li>2. DI is created based on PO. Sometimes there are multiple DI based on a single PO. In this case, the inspection will only pick one of the DI.</li> <li>3. QCTag were generated based on DI and sent to the vendor via the PAPAMY website.</li> </ol>	Action Item: Mr. Thomas will recommend the barcode format and numbering convention for QCTag in the next meeting.
2	Ms Syazana	Barcode generation for QCTag	<p>Ms. Syazana enquired the SAP Consultant if barcode can be generated as part of the QCTag. She recommended 2D QR Code is used to capture all information in the QCTag into the barcode.</p> <p>Mr. Thomas suggested that the QR Code should only capture the primary identifier of the QCTag to avoid the generation of the QR Code if any data related to the QCTag changes. This is also to ensure data consistency.</p> <p>Mr. Thomas preliminary analysis suggested that the QR Code number convention should be a combination of PO number and parts number. He will examine further to confirm this.</p>	

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3	Mr. Mahendran	Walkthrough of parts inspection process	<p>Mr. Mahendran walked through one of the most common parts inspection process by taking a few parts in the receiving box at the QA office.</p> <p>Currently, the inspection process begins by filling the necessary details in the inspection data sheet based on the DLM label attached to the packaging. In the new (to-be) process, the information in the QCTag will be used.</p> <p>The inspection process is conducted by following the procedure / checklist as defined in the inspection data sheet, marking OK on verified requirements, NG on failed requirements, and then providing notes, sketches, or photo to substantiate the failed reasons further.</p> <p>One inspection data sheet is filled, for each parts number of the same PO. 5 samples will be selected for inspection. The inspection data sheet is marked as failed (NG) if there is 1 failed requirement in any of the 5 sample.</p> <p>Mr. Mahendran mentioned that this is the core parts inspection process. He will walk thru other variations of the process in the next meeting.</p>	Action Item: Mr. Thomas will To develop the first prototype that illustrates the user experience of the basic parts inspection process.
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### Non Conformance Issues

No	Person	Subject	Description	Status

### Round Table

No	Person	Subject	Description	Status
1	Mr. Thomas Mr. Hisham	First prototype	<p>Mr. Thomas will deliver the first prototype of the system in the next meeting.</p> <p>He also requested Syazana to check on the possibility of creating an SAP admin account for him (with read-only access), mainly for the purpose of examining the data definition of existing business process.</p>	

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**Meeting adjourned at: 1:45pm**

**Date: 30th July 2015**

**Next Meeting: Thursday, 6th August 2015**

**Minuted by: Mr. Thomas Cheah**

	Hanodale Technologies Sdn Bhd	Panasonic Appliances Air-Conditioning Malaysia Sdn Bhd
Acknowledged By		
Signature		
Date		
Company Seal		