




<b>Brief</b>	This work instruction is for PROJECT: SALECO CO-PACKING. It serves as an instructional material which provides an insight into the process of grouping, re-packing, and supplying together related items. It describes the procedure to follow, quality requirements, housekeeping and safety for assembling products in the co-packing area.
<b>Purpose</b>	<ol style="list-style-type: none"> <li>1. To standardize the process of co-packing.</li> <li>2. To serve as a guide / reference in the co-packing process.</li> <li>3. To determine the responsibilities of each stakeholders in the process.</li> </ol>
<b>Scope</b>	This work instruction includes the process from receiving the items for co-packing up to dispatching of co-packed products.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Logistics Manager is responsible for the overall management of the project.</li> <li>2. Logistics Administrator / logistics clerk – receiving is responsible for ensuring that items withdrawn and received from the warehouse to co-packing area are properly transacted in the WMS. Transfer forms are documented and filed.</li> <li>3. Project Supervisor – co-packing is responsible to ensure the day to day customer co-packing requirements are produced based on the agreed level of production capacity and quality. Ensures that the correct processes are followed, and reports are sent to customers on a timely basis.</li> <li>4. Handler 1 is responsible for scanning and grouping items to be co-packed.</li> <li>5. Handler 2 is responsible for ensuring correct placement of products together based on the assembly instruction sheet into the co-packing machines.</li> <li>6. Handler 3 is responsible for quality inspection of co-packed products, placing the items in secondary packaging such as boxes and cartons and dispatching them to logistics receiving area.</li> </ol>
<b>Definition of Terms</b>	<ol style="list-style-type: none"> <li>1. SKU – Stock Keeping Unit</li> <li>2. IMEI – International mobile equipment identity</li> <li>3. ICCID – Integrated circuit card identification</li> </ol>
<b>Detailed Procedure/Steps</b>	<ol style="list-style-type: none"> <li>1. <b>Order Planning and Scheduling:</b> <ol style="list-style-type: none"> <li>1.1 Customer sends the authorized / approved work order on a daily or weekly basis to Project Supervisor – co-packing a day prior to the start of production. Including the following information:</li> </ol> </li> </ol>

	<p>1.1.1. Work order number</p> <p>1.1.2. Bill of Materials</p> <p>1.1.3. Total Quantity to be produced</p> <p>1.1.4. Assembly Instruction Sheet</p> <p>1.1.5. Special Instruction</p> <p>1.2 Project Supervisor – co-packing confirms receipt of the work order, other information and expected date of delivery of the assembled stock to Customer.</p> <p>1.3 Project Supervisor – co-packing plans for the production schedule and daily expected quantity needed.</p> <p>1.4 Project supervisor – co-packing determines and studies the bill of materials, assembly instruction sheet, manpower requirements, supplies and equipment needed prior to start date.</p> <p>1.5 Project supervisor - co-packing ensures items for co-packing are available on the co-packing area in a timely manner.</p> <p>1.6 Project supervisor – co-packing determines the capacity required versus required daily output based on the daily monitoring and tracking of volume and capacity.</p> <p>1.7 Project supervisor – co-packing sends email to immediate superior for approval in the event additional resources are needed to complete the orders prior to day of production.</p> <p>1.8 Project supervisor – co-packing update the daily production monitoring report.</p> <p><b>2. Receiving:</b></p> <p>2.1. Project Supervisor – co-packing withdraws and receives the items for co-packing from logistics team latest by morning based on the co-packing schedule.</p> <p>2.2. Project supervisor – co-packing counts and checks items for receiving versus order.</p> <p>2.3. Project Supervisor – co-packing receives the items thru the transfer form, update in the system and log them in a separate monitoring spreadsheet.</p> <p>2.4. Project supervisor – co-packing needs to have a separate accounting of items hard and soft copy.</p>
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	<p><b>3. Co-packing and Return to Stock Process:</b></p> <ul style="list-style-type: none"> <li>3.1. Project Supervisor – co-packing handovers received items for co-packing to the scanning section of the production line based on the co-packing schedule.</li> <li>3.2. Handler 1 receives the items from the project supervisor – co-packing and places them near his work area.</li> <li>3.3. Handler 1 opens the box and gets the items for co-packing.</li> <li>3.4. Handler 1 groups the items based on the required assembly by the customer. (Refer to Customer work order and assembly instruction sheet for details.)</li> <li>3.5. For SIM card co-packing, Scans the group of SIM cards (ICCID) per work order and then prints new label for it having the following info: <ul style="list-style-type: none"> <li>3.5.1. Pack number and corresponding barcode</li> <li>3.5.2. Pack count</li> <li>3.5.3. Product description</li> <li>3.5.4. Work order</li> <li>3.5.5. Date &amp; Time</li> <li>3.5.6. Operator name</li> </ul> </li> <li>3.6 For other items such as devices scans IMEI, router serial numbers to be grouped and prints new label for it.</li> <li>3.7 Handler 1 then pushes the grouped items on the conveyor counter to buffer container to handler 2 together with the printed label.</li> <li>3.8 Handler 2 packs the group items based on the assembly instruction sheet provided by customer, and seals them together with the shrink wrapping machine.</li> <li>3.9 Handler 2 &amp; 3 ensures that the labels of the co-packed items are placed clearly and can be seen on the co-packed items. (refer to customer assembly instruction sheet),</li> <li>3.10 In case the output product does not match with the provided assembly instruction sheet, the item needs reworked by returning to handler 2 to undergo the shrink wrapping machine.</li> <li>3.11 Handler 3 gets the co-packed items from the shrink wrapping machine.</li> <li>3.12 Handler 3 places the co-packed items into co-packed secondary packaging (cartons / boxes).</li> </ul>
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	<p>3.13 Handler 3 places and arranges the boxes on the pallet.</p> <p>3.14 Project Supervisor – co-packing accounts for the co-packed items produce in a day and handovers them to Logistics Clerk – Receiving.</p> <p>3.15 Project supervisor – co-packing shall communicate a work order completion report and sends it by email text file that contains all the details of the assembly.</p> <p>3.16 Logistics clerk – receiving / Logistics Administrator shall update the locations in the warehouse management system:</p> <p>3.16.1 Issuing stock of the primary products (In case of SIM cards small counts, the box size shall be changed and the Box Label shall be set to the new bar code of the box)</p> <p>3.16.2 Receiving stock of the assembled products</p>
<b>Quality Assurance</b>	<ol style="list-style-type: none"> <li>1. Logistics Manager to ensure proper quality assurance are always in place to detect any anomalies with the co-packing operation:</li> <li>2. Handler 3 at the end of line shall be trained on the Assembly instruction sheet to detect any anomalies with the assembly operation. Such anomalies could be a missing SIM card, a misplaced SIM card or label, a hidden bar code. Any unit not in compliance with the assembly instruction sheet shall be deflected back for re-assembly (in which case special care shall be made to adjust the records in the database or reprint the same label).</li> <li>3. The staff at the beginning of the line shall be properly trained to check that the products used for assembly correspond exactly to the bill of material. The production report (work order completion report) shall mention the names and signature of the employees who verified the primary products.</li> </ol>
<b>Housekeeping</b>	<ol style="list-style-type: none"> <li>1. Project Supervisor – Co-packing shall ensure the following are followed at all times: <ol style="list-style-type: none"> <li>1.1 Co-packing area shall be kept all times clean and organized, following 5S.</li> <li>1.2 The location of the storage of the primary products, work in process and assembled products shall be clearly identified.</li> </ol> </li> </ol>
<b>Occupational Health and Safety</b>	<p>Logistics Manager shall ensure that proper (H&amp;S) measures are followed in the co-packing area including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Training of the staff</li> <li>2. Proper use of PPE (Personal Protective Equipments)</li> <li>3. Electrical Safety</li> <li>4. Fire Safety</li> </ol>

<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Co-packing Work Order Form</li><li>2. Co-packing Assembly Line Setup</li><li>3. Co-packing Assembly Instruction Sheet</li></ol> <div></div> <div>Co-Packing Assembly Instruction Sheet Ter    Co-Packing Work Order.doc    Co-Packing Assembly Line.doc</div>
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