Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	1 of 25

Inspection, Testing and Packaging Procedure for Notebook

1.0 Purpose

To establish an inspection testing and packaging procedure standard for notebook. To ensure product quality meets our customer requirements.

2.0 Scope

This procedure is written to support notebook incoming quality control of Computer (Thailand)

Co., Ltd. It is a guideline to help operators work in proper way follows by quality of product to satisfy our customers.

3.0 Equipment/ Materials/ Supplies

- 3.1 Assembly work station table with shelf (210*90*80 cm).
- 3.2 Material table used in work station (150*60*80 cm).
- 3.3 QC work station table with shelf (210*90*80 cm).
- 3.4 Run-In cart (131*65*173cm).
- 3.5 FDD copy machine (12 targets)
- 3.6 ESD Smock
- 3.7 Scotch tape
- 3.8 Warranty label
- 3.9 Warranty card
- 3.10 Abnormality record form
- 3.11 Cleaning cloths
- 3.12 Cleaning Detergent
- 3.13 3.5" Diskette
- 3.14 Marker pen
- 3.15 Brush

Approved by	Prepared by	John P.

Title:	Inspection	n, Testing and Packaເ	ging operation	Doc. No.		PD-W-02	
	Manual fo	or Notebook		Rev.		А	
				Issued Da	ate	10/10/2000	
				Page		2 of 25	
				-1			
4.0 Prod	cedure				Issued date	: 10/10/00	
					Doc. No.	: Flow 4	
		Doc. No. Flow 4 Notebo	ook Operation Flow		Rev.	: A	
		<u>PA W/H</u>	<u>PD</u>				
		4.1 Print W/O	Work Order	_			
			4.2 Production Scheduli	ng			
		4.3 Material Picking					
			4.4 Material Receiving				
			4.5 Component Issue MFG-PRO Maintain 16.1				
			4.6 Material Preparation	n			
			4.7 Sub-Assembly				
			4.8 Assembly				
			4.9 Windows Test	Fail	4.16 Repair S	ation	
			Pass	Fail	Ī		
			4.10 Run-in				
			Pass 4.11 Inspection				
			& Cleaning				
			4.12 Packing				
			4.13 Finished Goods				
			4.14 F/G Record				
		F/G Storage	4.15 Work Order Close				
			MFG-PRO Maintain 16.1	11			
	-1 h-	1	I _D	1 1	I 5		
Approve	ea by		Prepared	a by	John P.		

Title:	Inspection, Testin	g and Packa	ging opera	tion	Doc. No.		PD-W-02		
	Manual for Notebo	ook			Rev.		A		
				Issued Date			10/10/2000		
					Page		3 of 25		
4.1 Print									
	prints work order out a						copies).		
4.1.2 Ass	istant Production Mana	ager to review v	vork order a	and ensure	the w/o co	orrect.			
		Sample of w	ork order p	rint out					
	woworl.p v01.01	1	6.6 Work Orde	r Release/ Pri	nt	Date :	12/18/2000		
	Page: 1	A	Acer Computer	Co., Ltd.		Time :	14:36:06		
		V	VORK ORDER	PICKLIST					
	Work Order : 3000177	'8				Issue Date	:	12/18/2000	
	ID : 40038992					Release Date	:	12/18/2000	
	Item Number: AT.44G0	1.4JTMT	R	Rev:		Work Order D	ue Date:	12/18/2000	
	TM201T, (C600, 64M, 5G, 56	K, 12.1T, 24X, ^v	WINME		P-L	:		
	Remarks :					Sales/Job	:	IQC	
	Qty Order : 90.0					Deliver To	:		
	Item Number	Site	Bin No.	Req-Qty	UM	Loc	Issued	Receiver	
	5T.14529.002	1000		90	PC	1220	(0)		
	POWER CORD FOR TM50	05, TM340							
Approve	d by		F	Prepared I	эу	John P.			

Title:	Inspection, Testing and Packaging operation				Doc. No.		PD-W-02		
	Manual fo	r Notebook			Rev.		Α		
					Issued Da	ate	10/10/2	2000	
					Page		4 of 25		
	1								
	5T.49067.001		1000	90	PC	1220	(0)	
	WARRANTY C	CARD ACERPUT I	N ALL BOX						
	91.44G01.4JT	-	1000	90	PC	1220	(0)	
	TM201T, C600	O, 64M, 5G, 56K,	12.1T, 24X, WINME						
	LT.STICK.003		1000	90	PC	1220	(0)	
		NSPARENCY 2 H					, -	,	
4.2 Produ	uction Schedu	ıle							
4.2.1 Ass	istant Produc	tion Manager	to review work orde	er for priority	and then sc	hedule for	production	٦.	
4.2.2 Ass	istant Produc	tion Manager	gives work order to	sub-assy sta	aff to record	l work orde	r number,	quantity,	
model, da	ate, time on v	white board (s	ee attached Doc. N	o. PD-F-01 fo	or work orde	er tracking a	and staus		
update).	Then give wo	rk order to wa	rehouse staffs for p	icking mater	ials.				
Approve	ed by			Prepared	by	John P.			
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		Page	5 of 25
		Issued Date	10/10/2000
	Manual for Notebook	Rev.	А
Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02

Doc. No. PD-F-01 (Work Order Tracking and Status Update)

Doc. No. : PD-F-01

Doc. No. PD-F-01 Work Order Tracking and Status Update

Item	Date	Time	W/O	Customer	Model	Qty	Mat'l Pick	Sub-Assy	Assy	Pre- Run-In	Final Test	QC Ins	Pack	F/G	Remark
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

4.3 Material Picking

4.3.1 Warehouse staffs to pick materials as work order states and deliver materials to production line and put at material preparation area.

4.4 Material Receiving

- 4.4.1 Sub-assy staff to check materials as work order states, count quantity, inspect component item number. Make sure to have no materials damage before signing work order material receipt.
- 4.4.2 Sub-assy staff keeps the 2nd copy of work order for production & QC staffs reference, gives the 1st copy of work order to warehouse staff for reference and return the original work order to production planner for component issue (MFG-Pro Maintain 16.10).

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Title :	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	6 of 25

4.5 Component Issue (MFG-Pro Maintain 16.10)

- 4.5.1 Assistant Production Manager to perform MFG-PRO.
- 4.5.2 Put the user ID & Password then enter.
- 4.5.3 MFG-Pro system shows the main Mann as below.

	Main Menu	12/18/00
DISTRIBUTION	MANUFACTURING	FINANCIAL
1. Items/Sites	13. Product Structu	res 25. General Ledger
2. Addresses/Taxes	14	26. Multiple Currency
3. Inventory Control	15	27. Accounts Receivable
4. Physical Inventory	16. Work Orders	28. Accounts Payable
5. Purchasing	17	29
6	18	30
7. Sales Orders/Invoice	19	31
8. Configured Products	20	32
9. Sales Analysis	21. New Sales Fore	cast 33
10	22	34
11	23	35
12	24. Key Componen	t 36. Manager Functions

Approved by	Prepared by	John P.

Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	7 of 25

4.5.4 Put 16.10 (MFG-Pro Maintain for work order component issue) then enter.

wowois.p h	16.10 Work Ord	er Compo	nent Issue	12/18/00
Work Order:	ID:	T#:	Effdate: 12	2/18/00
Item Number:	Status:	Issue Alloc: no		
			Issue Picked: y	yes

4.5.5 Put work order number (example: 30001778) then enter.

wowois.p h	16.10 W	ork Ord	ler Compo	onent Iss	sue	12/18/00
Work Order: 3000	1778	ID: 400	38992 Ti	#:	Effdate: 1	2/18/00
Item Number: AT.4	44G01.4JTM	T St	atus: R	lss	sue Alloc:	no
TM201T ,0	C600,64M,50	9,56K,		Issue Pi	cked: yes	
Item Number	Qty Open	Qty Al	loc Qty P	icked Q	ty to Iss	Qty B/O
5T.14529.002	90.0	0.0	90.0	90.0	0.0	
5T.49067.001	90.0	0.0	90.0	90.0	0.0	
91.44G01.4JT	90.0	90.0	0.0	0.0	90.0	
LT.STICK.003	90.0	0.0	90.0	90.0	0.0	

- 4.5.6 To deduct component by item number with carefulness and make sure Qty Open = Qty Issue.
- 4.5.7 After finished the component issue (MFG- Pro Maintain 16.10). To make sure that all deducted components are corrected by re-check at 16.13.2 work order bill inquiry.

Approved by	Prepared by	John P.

Rev. A Issued Date 10/10/2000 Page 8 of 25		Inspection, Testing a	and Packaging	operation	Doo	c. No.		PD-W-02
Page 8 of 25		Manual for Notebool	<		Rev	/ .		А
wowaiq.p V2.00I 16.13.2 Work Order Bill Inquiry 12/18/00 Work Order ID Component Item Output 8 Put work order number (example : 30001778) then enter. wowaiq.p V2.00I 16.13.2 Work Order Bill Inquiry 12/18/00 Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss					Issı	ued D	ate	10/10/2000
Work Order ID Component Item Output 8 Put work order number (example : 30001778) then enter. wowaiq.p V2.001					Pag	ge		8 of 25
Work Order ID Component Item Output 8 Put work order number (example : 30001778) then enter. wowaiq.p V2.001					•			•
8 Put work order number (example : 30001778) then enter. wowaiq.p V2.00I		wowaiq.p V2.00I	16.13.2 Work	c Order Bill II	nquiry		12	/18/00
wowaiq.p V2.00I 16.13.2 Work Order Bill Inquiry 12/18/00 Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss		Work Order	ID	Component It	em		Outpu	t
wowaiq.p V2.00I 16.13.2 Work Order Bill Inquiry 12/18/00 Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss								
wowaiq.p V2.00I 16.13.2 Work Order Bill Inquiry 12/18/00 Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss								
wowaiq.p V2.00I 16.13.2 Work Order Bill Inquiry 12/18/00 Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss								
Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss	.8 Put	work order number (exar	mple : <mark>30001778</mark>)	then enter.				
Work Order ID Component Item Output 30001778 terminal Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss								
Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss		wowaiq.p V2.00I	16.13.2 Work Ord	ler Bill Inquiry			12/18/00	٦
Work Order ID Component Item Loc Qty Req Qty Allo Qty Pick Qty Iss			Component Ite	m				
30001778 40038992 5T.14529.002 1220 90 0 0 90 30001778 40038992 5T.49067.001 1220 90 0 0 90 30001778 40038992 91.44G01.4JT 1120 90 0 0 90		30001778			t	termina	al 	
30001778 40038992 5T.14529.002 1220 90 0 0 90 30001778 40038992 5T.49067.001 1220 90 0 0 90 30001778 40038992 91.44G01.4JT 1120 90 0 0 90								٦
30001778 40038992 5T.49067.001 1220 90 0 0 90 30001778 40038992 91.44G01.4JT 1120 90 0 0 90		Work Order ID C	omponent Item L	oc Qty Req Q	ty Allo	Qty Pi	ck Qty Iss	
30001778 40038992 5T.49067.001 1220 90 0 0 90 30001778 40038992 91.44G01.4JT 1120 90 0 0 90								
30001778 40038992 91.44G01.4JT 1120 90 0 0 90								
30001778 40038992 LT.STICK.003 1220 90 0 0 90								
		20004770 4002000	LT.STICK.003	1220 90	0	0	90	
		30001778 40038992						_
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	9 To d		Required = Qty	/ Issued before	e exit fr	rom M	FG-Pro.	-
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	9 To 0		rRequired = Qty	/ Issued before	exit fi	rom M	FG-Pro.	_
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	9 To d		r Required = Qty	/ Issued before	exit fr	rom M	FG-Pro.	_
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	9 To (Required = Qty	/ Issued before	e exit fi	rom M	FG-Pro.	_
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	.9 To ‹		r Required = Qty	/ Issued before	exit fi	rom M	FG-Pro.	_
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	.9 То с		r Required = Qty	/ Issued before	e exit fi	rom M	FG-Pro.	
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	.9 То с		/ Required = Qty	/ Issued before	e exit fr	rom M	FG-Pro.	
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro.	.9 То с		/ Required = Qty	/ Issued before	e exit fr	rom M	FG-Pro.	
9 To check and make sure Qty Required = Qty Issued before exit from MFG-Pro. proved by Prepared by John P.		check and make sure Qty	r Required = Qty			rom M		

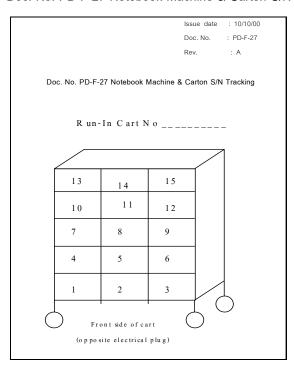
Title :	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	9 of 25

4.6 Material Preparation operation

4.6.1 Unpack carton

- 4.6.1.1 Sub-assy staff to unpack and put notebook on run-in cart.
- 4.6.1.2 Sub-assy staff to re-move accessories from carton, check quantity ,make sure no damage, scratch.
- 4.6.1.3 Prepare all related accessories such as warranty card, sticker transparency 2 hours service, power cord for notebook, sticker for notebook keyboard.
- 4.6.1.4 Adhere label on notebook carton with details of run-in cart number and mark position (only one of 1, 2,3,...,15) to identify location of notebook that put on run-in cart which purpose to ensure that we will get back the notebook machine serial number to match with original carton serial number (see attached Doc. No. PD-F-27 for notebook machine & carton s/n tracking).

Doc. No. PD-F-27 Notebook Machine & Carton S/N Tracking



Approved by	Prepared by	John P.

Title:	Inspection, Testing and Packaging operation	Doc. No	D.	PD-W-02
	Manual for Notebook	Rev.		А
		Issued	Date	10/10/2000
		Page		10 of 25
		•		
4.6.2 Pro	duct work order control			
4.6.2.1 St	ub-assy staff to write work order number, date, model,	item number,	quantity, run-	in cart
number a	and material types on work order control form (see attached	ched Doc. No	. PD-F-02) an	d attach the complete
form on p	prepared material cartons.			
	Doc. No. PD-F-02 Work Orde	er Control For	m	
	Doc. No. PD-F-02 Work Order Control	Form		
		Issue date	: 10/10/00	
		Doc. No.	: PD-F-02	
		Rev.	: A	
	1. Work Order No			
	2.Date			
	3. Ouantity			
	4. Model			
	5. Part Number			
	6. Cart No.			
	7. Material Type			
	Dranavad hii			
	Prepared by Date Remark			
	Remark			
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Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	11 of 25

4.7 Sub assembly

4.7.1 Warranty label preparation

- 4.7.1.1 Prepare warranty label for inspection and cleaning operation to adhere on notebook machine, CD-ROM drive, adapter & battery.
- 4.7.1.2 Mark by ticking on the warranty label the year and month when the said component is being used for assembly. In normal case, notebook is stated to have for one year warranty.

4.7.2 FDD duplication

- 4.7.2.1 Use the 3.5" master diskette of PQA software to be copier and insert it into drive #1 of FDD copy machine.
- 4.7.2.2 Insert 3.5" diskettes which require to be copied into drive #2-12 of FDD copy machine.
- 4.7.2.3 Then process copying. After complete copying to take diskettes out from drives.
- 4.7.2.4 Discard failed copying or damaged diskettes.

4.8 Assembly operation

- 4.8.1 Prepare materials which provided by material preparation and sub-assy for packing operation.
- 4.8.2 Connect adapter power cord to electrical plug and notebook machine then turn on power.

4.9 Windows operating test

- 4.9.1 Check windows operating system (see attached Doc. No. PD-F-29 Inspection criteria for notebook for title of Windows operating test) to make sure that there is no malfunctions. If it failed, record in windows operating test failure report (see attached Doc. No. PD-F-28) and send the failed machine to repair station.
- 4.9.2 When finished windows operating system check then turn off notebook machine power.
- 4.9.3 Insert PQA software 3.5" diskette into 3.5" FDD.

Approved by	Prepared by	John P.

Page 12 of 25 Doc. No. PD-F-28 Windows Operating Test Failure Report Issue date : 10/10/0	Issued Date 10/10/2000 Page 12 of 25 o. PD-F-28 Windows Operating Test Failure Report Issue date : 10/10/00 Doc. No. : PD-F-28 P-F-28 Windows Operating Test Failure Report for Notebook Rev. : A	itle :	Inspe	ection	, Tes	sting ar	nd Packagin	g operation	Doc. No	•	PD-W	/-02
Page 12 of 25	Page 12 of 25 o. PD-F-28 Windows Operating Test Failure Report Issue date : 10/10/00 Doc. No. : PD-F-28 P-F-28 Windows Operating Test Failure Report for Notebook Rev. : A		Man	ual for	r Not	tebook			Rev.		Α	
Doc. No. PD-F-28 Windows Operating Test Failure Report Issue date	o. PD-F-28 Windows Operating Test Failure Report Issue date : 10/10/00 Doc. No. : PD-F-28 P-F-28 Windows Operating Test Failure Report for Notebook Rev. : A							10/1	0/2000			
Doc. No. PD-F-28 Windows Operating Test Failure Report Issue date : 10/10/0 Doc. No. : PD-F-28 Doc. No. PD-F-28 Windows Operating Test Failure Report for Notebook Rev. : A A Date W/O Qty Model Item number Symptom/ Description Problem solving Checked by Rem Checked by Checked by Rem Checked by Checked	o. PD-F-28 Windows Operating Test Failure Report Issue date : 10/10/00 Doc. No. : PD-F-28 P-F-28 Windows Operating Test Failure Report for Notebook Rev. : A								12 of	25		
Doc. No. PD-F-28 Windows Operating Test Failure Report for Notebook Rev. : A Rev. : A Rev.	Doc. No. : PD-F-28 Doc. No. : PD-F-28 P-F-28 Windows Operating Test Failure Report for Notebook Rev. : A		Doc.	No. P[D-F-2	8 Windo	ows Operatino	g Test Failure F	Report			
Item Date W/O Qty Model Item number Symptom/ Description Problem solving Checked by Rem. 1												
1 2 3 4 4 4 5 6 7 8 9 9 10 11 12 13 13 14 15 16 17 18 19 19	W/O Qty Model Item number Symptom/ Description Problem solving Checked by Remark		Doc. No.	PD-F-28 V	Vindow	s Operating	Test Failure Repo	rt for Notebook			Rev.	: A
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3		-										
4 1 5 1 6 1 7 1 8 1 9 1 10 1 11 1 12 1 13 1 14 1 15 1 16 1 17 1 18 1 19 1												
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			Issued Da	ate	10/10/2000
			Page		13 of 25
	Doc. No. PD-F-29 Ins	pection Criteria for Notebook	Issued date	: 10/10/0	
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	Title/ op eration	Defect Description		Defect	
	1.0 Eunational tasta			Class	
	1.0 Functional tests	1.1.1 No imago at pount an /alugua as interestint		Maiar	
	1.1 Windons operating tes	1.1.1 No image at power on (always or intermittent 1.1.2 System during power on		Major Major	
				+	
		1.1.3 No sound during power on		Major	
		1.1.4 Interference on screen during power on	0	Major	
		1.1.5 HDD/FDD fail (can not boot, error code, error	sound)	Major	
		1.1.6 Abnormal LED indicator		Major	
	1.2 Dun in toot	1.1.7 Reset automatically		Major	
	1.2 Run-in test	12.1 Extra dot on LCD screen		Major	
		1.2.2 Extra horizontal line on LCD screen		Major	
		1.2.3 LCD screen defective		Major	
		1.2.4 LCD screen brightness or contrast abnormal		Major	
		1.2.5 LCD screen color abnormal 1.2.6 LCD screen is blurred		Major	
	2. External inspection	2.1 Damage, scratches, smears, deformation or de	nt .	Major Major	
	Z. EXEMIAI III Specifori	2.2 Wrong/ abnormal color	II.	Major	
		2.3 Characters not printed, unclear or burred printing	20	Major	
		2.4 Wrong label or missing	9	Major	
		2.5 LED damage/abnomal brightness, color/loose		Major	
		2.6 Wrong printing/missing/abnormal of label, logo		Major	
		2.7 Keyboard country version different from system		Major	
		2.8 Keypad color error		Major	
	3. Packaging inspection	3.1 Missing carton label or label up-side-down		Major	
		3.2 Carton label does not match model, S/N, Eng	version.svstem BIOS	Major	
		3.3 Scratches, damages, dirty on carton		Major	
		3.4 Bad printing, wrong color, blurred characters (u	inreadable)	Major	
		3.5 Wrong carton label position	,	Minor	
	4. Acces sories inspection	4.1 Power cable internal wires exposed		Oritical	
	·	4.2 Battery not included		Major	
		4.3 Adapter not included		Major	
		4.4 Diskette not included		Major	
		4.5 Power cord not included		Major	
		4.6 Manual not included		Major	
		4.7 Other specified accessories not included		Major	

Prepared by

John P.

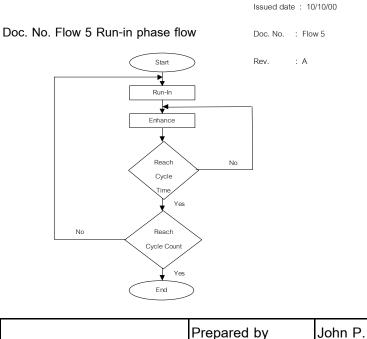
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Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	14 of 25

4.10 Run-in test

Approved by

- 4.10.1 Ensure that PQA software 3.5" diskette is already inserted in 3.5" FDD.
- 4.10.2 Record beginning & ending of run-in time (see attached Doc. No. PD-F-30 for run in time & inspection and Doc. No. PD-F-31 for run in white board record) then turn on power and perform run-in for 2 hours. Run-in is hardware tested for system board, memory, K/B, video, parallel port, serial port, HDD, co-processor, pointing dev., cache, PnP BIOS.
- 4.10.3 When finished run-in test, remove PQA diskette.
- 4.10.4 During run in to Inspect for defects and abnormalities on LCD screen (see attached Doc. No. PD-F-29 for title of run-in test).
- 4.10.5 Record failed run-in or defect found on LCD screen in run-in failure report (see attached Doc. No. PD-F-32 for run-in failure & inspection reject report).
- 4.10.6 Turn off power and disconnect power cord.
- 4.10.7 Send failed machine to repair station and move passed machine to inspection & cleaning station.
- 4.10.8 The attached Doc. No. flow 5 is run-in phase flow.



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										Page			15 of 25	
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		No. PD-F-30 F	Run-in time a	nd inspecti						1		Rev.	PD-F-30 : A	
	Item	Run In Date	Work Order	Model	Part Number	Run In Cart No.	Qty	Beginning Time	Ву	Ending Time	Ву	Run In Time (Hrs)	Remark	
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	3													
	5													
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	15 16													
	17													
	18 19													
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				Date:				y:			-			
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:	Ins	pectio	n, Te	esting a	and Packagi	ng operation	Doc. No.	PD-W	-02
	Ма	nual f	or No	otebook	<		Rev.	А	
							Issued Date	10/10	/2000
							Page	16 of 2	25
							ion Reject Report		PD-F-32
Item	Doc. No.	PD-F-32 F W/O	Run-In F	ailure and I	Inspection Reject Re	eport Symptom/ Description	Problem solving/ Action		A Remark
1	2310	.,,,	- Gry			Cympionii Description	. 102.5.11 Solving, Action	Should by	. temark
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3									
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6 7			\vdash						
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Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	17 of 25
4.11 Insp	pection & Cleaning		

- 4.11.1 Inspector staff to move notebook machine from run-in cart and put on inspection workstation.
 Then adhere warranty label on notebook machine, CD-ROM drive, adapter & battery
 and adhere sticker transparency 2 hours service.
- 4.11.2 Inspect notebook machine by using guideline (Ref : Doc. No. PD-F-29 for inspection criteria for notebook, to see the title of external inspection).
- 4.11.3 Record defect found in form of inspection abnormality report for notebook (see attached Doc. No. PD-F-12).
- 4.11.4 Clean notebook by soft cloths or brush to remove dust/ particles.
- 4.11.5 Send accepted and cleaned notebook machine to packing operation.

Doc. No. PD-F-12(Cleaning & Inspection Abnormality Report)

Issued date : 10/10/00

Doc. No. : PD-F-12

Rev. : A

Doc. No. PD-F-12 (Cleaning & Inspection Abnormality Report)

Item	Date	W/O	Qty	Model	Part number	Serial No	Abnormality/ Defect Found	Problem solving	Checked by	Remark
1	Date	W/O	Qiy	Wodel	1 art number	Ochai 140	Abhornality/ Belect Found	1 Toblem Solving	Ollecked by	Remark
2										
3										
4										
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Approved by	Prepared by	John P.

Title:	Inspection	n, Testing and Packaging ope	ration	Doc. No.		PD-W-02
	Manual fo	or Notebook		Rev.		А
				Issued Da	ate	10/10/2000
				Page		18 of 25
4.12 Pack	ng					
4.12.1	Before pac	king, to prepare cartons of notebo	ook machine	and re-che	ck for quan	tity of accessories.
4.12.2	Put the not	ebook into the plastic bag. Fold th	ne bag nicely	/ and tape i	t with scotch	h tape.
4.12.3	Put access	sories such as warranty card, ada	oter & batter	y, sticker fo	r notebook l	keyboard.
4.12.4	Seal the ca	arton using notebook label with wo	rding of "ple	ase check	contents be	fore
	accepting	if seal is torn".				
4.13 Finisl	ned goods					
4.13.1 Wh	en complete	ed packing to take finished goods	to put on pa	llet then del	iver finished	d goods to
put at finis	hed goods a	area.				
Approved	l by		Prepared	by	John P.	
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Title :	Inspect	ion, Testing a	nd Packaging oper	ation	Doc. No.	F	PD-W-02	
	Manual	for Notebook	ζ.	Ī	Rev.	Δ	1	
				Ī	ssued Da	ate	10/10/2000	
				Ī	Page	1	9 of 25	
				•		•		
4.14 Finis	hed goods	s record						
4.14.1 Wh	en comple	eted w/o, QC st	aff to record details su	uch as work o	order numb	per, part numl	ber,	
product d	escription,	, work order qu	antity, done quantity,	complete dat	e & check	ed by into fini	shed	
goods rep	ort (see a	ttached Doc. N	o. PD-F-13).					
4.14.2 Briı	ng the finis	shed goods rep	oort to request for sign	ature from pi	oduction,	warehouse ar	nd	
logistics fo	or their acl	knowledgemen	t.					
4.14.3 Afte	er complet	te signature on	finished goods report	then give or	ginal copy	to warehous	e staff,	
duplicate	copy to lo	gistics staff and	d triplicate to production	on staff.				
	Doc. No.	. PD-F-13 (Finis	shed Goods Report)					
						Issued date :	10/10/00	
						Doc. No. :	PD-F-13	
	Doc No B	D-F-13 (Finished	Coods Poport)			Rev.	: A	
	DOC. NO. F	D-1 -13 (Fillished	Goods Report)	Finished	Goods Repor	t No		
	W/O	Part	Product Description	W/O Q	ty Done Qty	Completed On	Checked By	
	Number	Number						
						+		
	Issued by:.		Received by :	Maintainec	by :	Date :		
		Production (Triplicate)	Warehouse (Original)			Logistic (Duplicate)		
		(p.//dio)	(Onginal)			(Supriodio)		
Approved	d by			Prepared b	ру	John P.		

Title:	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	Α
		Issued Date	10/10/2000
		Page	20 of 25

4.15 Work order close (MFG-Pro Maintain 16.11)

- 4.15.1 Assistant Production Manager to perform MFG-PRO.
- 4.15.2 Put the user ID & Password then enter.
- 4.15.3 MFG-Pro system shows the main Manu as below.

	Main Menu	12/18/00
DISTRIBUTION	MANUFACTURING	FINANCIAL
1. Items/Sites	13. Product Structu	res 25. General Ledger
2. Addresses/Taxes	14	26. Multiple Currency
3. Inventory Control	15	27. Accounts Receivable
4. Physical Inventory	16. Work Orders	28. Accounts Payable
5. Purchasing	17	29
6	18	30
7. Sales Orders/Invoice	19	31
8. Configured Products	20	32
9. Sales Analysis	21. New Sales Fore	ecast 33
10	22	34
11	23	35
12	24. Key Componer	at 36. Manager Functions

Approved by	Prepared by	John P.

Rev. A Issued Date 10/10/2000 Page 21 of 25	Title :	Inspection, Testi	ng and Packaging operation	Doc. No.	PD-W-02
### Page 21 of 25 4.15.4 Put 16.11 (MFG-Pro Maintain for work order close) then enter. ### woworc.p g		Manual for Note	book	Rev.	А
woworc.p g 16.11 Work Order Receipt 12/18/00 Work Order: ID: Status: Remarks: Item Number: L/S: UM: Description: Auto Lot Numbers: Open Qty: Quantity: Site: UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units:				Issued Date	10/10/2000
woworc.p g 16.11 Work Order Receipt 12/18/00 Work Order: ID: Status: Remarks: Item Number: L/S: UM: Description: Auto Lot Numbers: Open Qty: Quantity: Site: UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units:				Page	21 of 25
Remarks: Item Number: L/S: UM: Description: Auto Lot Numbers: Open Qty: Quantity: Site: UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units:	4.15.4 Pu	woworc.p g	16.11 Work Order Receipt		0
Item Number: Description: Auto Lot Numbers: Open Qty: Quantity: Site: UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units: Ticket#: Effective:			id. Status.		
Description: Auto Lot Numbers: Open Qty: Quantity: Site: UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units:			L/S· LIM·		
Open Qty: Quantity: Site: UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units: Ticket#: Effective:					
UM: Location: Conversion: Lot/Serial: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units: Ticket#: Effective:					
Conversion: Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units: Ticket#: Effective:		Quantity:	Site:		
Reject Qty: Ref: UM: Multi Entry: Conversion: Total Units: Ticket#: Effective:		UM:	Location:		
UM: Multi Entry: Conversion: Total Units: Ticket#: Effective:		Conversion:	Lot/Serial:		
Conversion: Total Units: Ticket#: Effective:		Reject Qty:	Ref:		
Ticket#: Effective:		UM:	Multi Entry:		
Effective:		Conversion:	Total Units:		
		Ticket#:			
Close:		Effective:			
		Close:			
	Approve	ed by	Prepare	ed by John	ı P.
Approved by John P.					

Rev. A Issued Date 10/10/2000 Page 22 of 25		Inspection, Testing an	d Packaging operation	Doc. No.	PD-W-02
### Page 22 of 25 4.15.5 Put work order number (example : 30001778) then enter. ### woworc.p g		Manual for Notebook		Rev.	А
4.15.5 Put work order number (example : 30001778) then enter. woworc.p g 16.11 Work Order Receipt 12/18/00 Work Order: 30001778 ID: 40038992 Status: R Remarks: Item Number: AT.44G01.4JTMT L/S: UM: PC Description: TM201T ,C600,64M,5G,56K, Auto Lot Numbers: no Open Qty: 90.0 Quantity: 0.0 Site: 1000 UM: PC Location: 1120 Conversion: 1.0000 Lot/Serial: Reject Qty: 0.0 Ref: UM: PC Multi Entry: no Conversion: 1.0000 Total Units:				Issued Da	te 10/10/2000
woworc.p g 16.11 Work Order Receipt 12/18/00 Work Order: 30001778 ID: 40038992 Status: R Remarks: Item Number: AT.44G01.4JTMT L/S: UM: PC Description: TM201T ,C600,64M,5G,56K, Auto Lot Numbers: no Open Qty: 90.0 Quantity: 0.0 Site: 1000 UM: PC Location: 1120 Conversion: 1.0000 Lot/Serial: Reject Qty: 0.0 Ref: UM: PC Multi Entry: no Conversion: 1.0000 Total Units:				Page	22 of 25
UM: PC Multi Entry: no Conversion: 1.0000 Total Units:	4.15.5 Put	woworc.p g 16. Work Order: 30001778 Remarks: Item Number: AT.44G0: Description: TM201T ,C Open Qty: 90.0 Quantity: 0.0 UM: PC Conversion: 1.0000	11 Work Order Receipt ID: 40038992 S 1.4JTMT L/S: 600,64M,5G,56K, Auto Site: 1000 Location: 1120 Lot/Serial:	: 12/ Status: R UM: PC	<u> </u>
Conversion: 1.0000 Total Units:					
Ticket#:					
Effective: Close:					

Title :	Inspection, Testing	and Packaging operation	Doc. No.		PD-W-02
	Manual for Notebook		Rev.		А
			Issued Da	ate	10/10/2000
			Page		23 of 25
			1		
4.15.8 Af	ter finished the work orde	er close (MFG- Pro Maintain 1	6.11). To make s	ure that the	work order
is comple	etely closed by checking	at 16.1 work order maintenar	nce.		
	wowomt.p i	16.1 Work Order Maintenanc	e 1	12/18/00	•
	Work Order:	ID:			
	Item Number:				
	Type:				
	Site:				
	Qty Ordered:	Order Date:			
	Qty Completed:	Release Date:			
	Qty Reject:	Due Date:			
	Status:	Site:			
	Sales/Job:	Routing Code:			
	Supplier:	Bill of Material:			
	Yield:				
	Remarks:				
	Comments:	Post variances at SF	C:		
Approve	ed by	Prep	ared by	John P.	

Title :	Inspection, Testing and Packaging operation		Doc. No.	PD-W-02
	Manual for Notebook		Rev.	А
			Issued Date	10/10/2000
			Page	24 of 25
4.15.9 Put	Work Order: 30001 Item Number: AT.44 Type: Site: 1000 Qty Ordered: 90.0 Qty Completed: 90.0 Qty Reject: 0.0 Status: C	Mork Order Maintenance 778 ID: 40038992 GO1.4JTMT TM201T,C 12.1T,24X,WINME Order Date: 12/18/0 Release Date: 12/18 Due Date: 12/18/00 Site: 1000	12/ ² 600,64M,5G,56K	8/00
	Sales/Job: BTS	Routing Code:		
	Supplier: E Yield: 100.00%	Bill of Material:		
	Remarks:			
	Comments: yes	Post variances at SFC	: yes	

Title :	Inspection, Testing and Packaging operation	Doc. No.	PD-W-02
	Manual for Notebook	Rev.	А
		Issued Date	10/10/2000
		Page	25 of 25

4.16 Repair Station

- 4.16.1 When receive failed notebook machine from windows operating test or run-in test operations. record the failure mode with details such as date, w/o, qty, model, p/n in the form of production mini-repair station report (see attached Doc. No. PD-F-14).
- 4.16.2 Basic diagnosis is performed to troubleshoot the problem. If the problem can not be solved, the notebook machine will be submitted to repair center department for further failure analysis.
- 4.16.3 After notebook machine is already troubleshot the problem, record cause/symptom and problem solving into the form of production mini-repair station report (see attached Doc. No. PD-F-14).
- 4.16.4 Send notebook machine back to re-start testing again since windows test through run-in test. respectively.

Doc. No. PD-F-14 (Production Mini- Repair Station Report)

Issueddate: 10/1000 Doc. No.: PDF-14 Rev.: A

| Dec | Vp | Qp | NtB | PN | Sidnuter | System | Gase | Totlestating | Conpuetts | Conpuet

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