[Purpose: 1](#_Toc382549634)

[Related Documents: 1](#_Toc382549635)

[Responsible: 1](#_Toc382549636)

[Rules: 1](#_Toc382549637)

[Instructions: 1](#_Toc382549638)

Purpose:To provide instructions for handling materials and job paperwork when outside processing is required (Work Center = MS9999). Outside processes are processes that are performed outside of PCB. (Plating, forming etc..)

Related Documents:TA1244 Product Handling and Storage.

Responsible:Maintained by Logistics Supervisor.

Carried out by Logistics and Production/Operations staff.

Rules: Outside operation parts do not move between buildings  – they are placed in the logistics staging area in the building in which they are produced.

Instructions:MS9999 is the work center for outside process. When the next step on the router has a work center of MS9999 perform the following:

1. Ensure parts are packaged in trays, individually wrapped in boxes, or other method, to prevent damage during transport. (per TA1244)
2. Identify material:
   1. For Production: Remove header page from work order and securely attach it to material requiring an outside process.(If package contains parts from multiple jobs attach ALL header pages to the material)
      1. For brazing operations (BR prefix outside op material) parts must be in pink anti-static bags and marked with job number
   2. For Repairs: To be determined, work with purchasing and repairs department until further defined
3. Place material requiring outside process in designated outside process area in logistics.
4. Place remaining pages of work order into the bin labeled “Outside Process Req’d”
5. When parts are returned, match job paperwork with returning job(s). Ensure correct paperwork is with correct job and cannot be easily separated (rubber banded, in the same package, etc…).
6. Receive parts into PCB’s system per standard receiving procedure (LG01)