

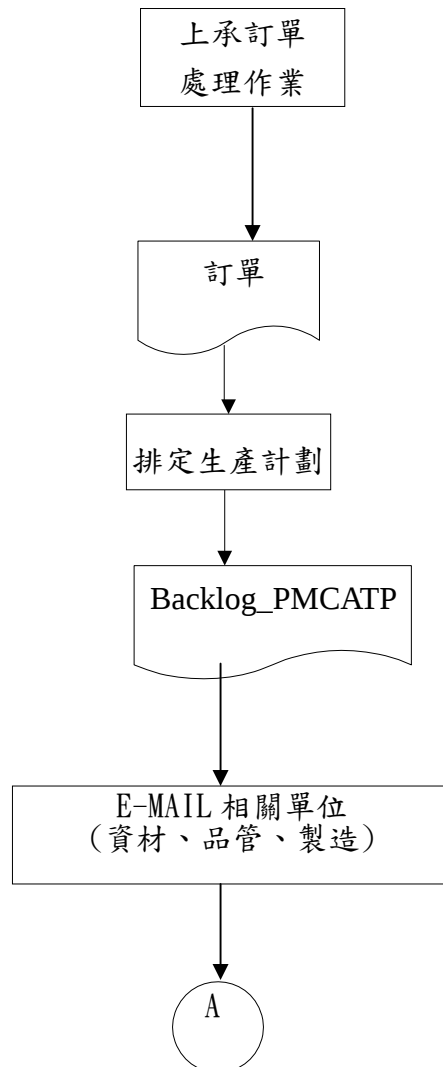
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| 名 稱         | 生產排程及製令作業規定   |  |  | 編 號 | S1-SOP-MAT-002   |  | 頁 序 | 首 頁 |  |
| 制修廢條款<br>編號 | 制 修 廢 內 容 說 明 |  |  |     |                  |  |     |     |  |
|             | 原 文           |  |  |     | 修 訂              |  |     |     |  |
|             |               |  |  |     | 內容修改超過 1/3，故重新頒行 |  |     |     |  |
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| 名 稱                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 生產排程及製令作業規定 | 編 號        | S1-SOP-MAT-002 | 頁 序        | 1 / 2 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|----------------|------------|-------|
| <p>1.目 的：為使產品排程順暢與生產製令管制作業能有所遵循，特訂定此辦法明定作業程序。</p> <p>2.適用範圍：生產排程及製令之訂定、規劃、跟催...等管制作業。</p> <p>3.參考文件：</p> <p>3.1.『訂單處理作業規定』。</p> <p>3.2.『製令編立作業準則』。</p> <p>3.3.『機號編碼作業準則』。</p> <p>3.4.『領退料作業規定』。</p> <p>4.定 義：</p> <p>4.1.生管單位：排定「生產排程計劃表」及「製令管理」。</p> <p>5.管理重點：</p> <p>5.1.生產計劃及排程之排定及確定：</p> <p>5.1.1.於每週產銷協調會後依據「Backlog_PMCATP」(附件 1)及業務提供之 Forecast 展開長交期的策略性材料請購作業。</p> <p>5.1.2.生管單位於每週四將 Oracle 中業務單位之核可訂單及 Forecast,配合實際產能狀況執行 ORACLE 之 MPS 與 MDS 作業，隨後轉次四週之「生產排程計劃表」，做為製令開立及請購物料需求依據。</p> <p>5.1.3.生管單位於每週五依製令、交貨日期先後順序，調整並建立未來四週之「生產排程計劃表」(附件 2)，核准後 E-MAIL 或 COPY 發行給各相關單位。</p> <p>5.1.4. 當生產地變更時,生管單位用 E-mail 通知給業務、製造、工程、採購、倉庫、品保。</p> <p>5.1.5.生產排程之變更：因客戶因素（取消或延後）造成訂單變化或主件材料未能按交期進廠等因素，造成無法按生產計劃投入，生管單位將修改製令或開立重工/整新製令並調整生產排程，發行新版之生產排程。採購單位應立即確認並調整變更後生產排程料況及大宗材料交貨。</p> <p>5.1.6.生產進度跟催與出貨計劃排定：</p> <p>(1)生管單位根據 Oracle 中的未結製令及「生產排程計劃表」核對生產進度，異常時應立刻做適當調整，若對出貨有影響時應立即通知業務單位。</p> <p>5.2.機號管制：</p> <p>5.2.1.工程單位於每日依「發料通知」(附件 4)編立「製令機號對照表」(附件 3)，以 E-Mail 發行生產。</p> <p>5.2.2.外部客戶所提供的文件,如：「製令機號對照表」(附件 3)，以作為管制依據,以 E-Mail 告知各相關單位。</p> <p>5.3.製令管理：</p> <p>5.3.1. 系統每日發出「未結案工單成本明細表」(附件 5)以及「未結案工單成本彙總表」(附件 6)告知相關單位，各單位需於每週五前回覆處置對策及預計完成日期，如有特殊原因則於週四製造中心會議中提出討論處置對策。</p> |             |            |                |            |       |
| 神準科技股份有限公司                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 頒行日期        | 2006.10.01 | 修訂日期           | 2016.08.12 | 版次 04 |

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| 名                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 稱           | 生產排程及製令作業規定 | 編 號        | S1-SOP-MAT-002 | 頁 序        | 2 / 2    |             |             |             |      |      |        |      |      |        |      |      |        |
| <p>5.3.2.各權責單位限定處理完成日期如下:</p> <table><tr><td><u>製令分類</u></td><td><u>權責單位</u></td><td><u>完成日期</u></td></tr><tr><td>試作製令</td><td>研發單位</td><td>公佈後一週內</td></tr><tr><td>量試製令</td><td>工程單位</td><td>公佈後兩週內</td></tr><tr><td>量產製令</td><td>製造單位</td><td>公佈後一週內</td></tr></table> <p>5.3.3.各權責單位應依據回覆處置對策及預計完成日期確實執行，未能依據處置對策落實執行單位將逐級呈報上階主管，超過預計完成日期兩週者，由製造單位最高主管裁示處理(提出簽核報廢或是退料強迫結製令)。</p> <p>5.3.4.製令開工數量等於入庫量，oracle會將製令狀態自動變更為Complete狀態。</p> <p>5.3.5.每個月最後一天，針對 complete 的製令，生管將製令狀態轉換 Complete-NO-Charges。</p> <p>6.附件:</p> <p>6.1.流程圖：生產排程作業作業</p> <p>6.2.「Backlog_PMCATP」(附件 1)</p> <p>6.3.「生產排程計劃表」(附件 2)</p> <p>6.4.「製令機號對照表」(附件 3)</p> <p>6.5.「發料通知」(附件 4)</p> <p>6.6.「未結案工單成本明細表」(附件 5)</p> <p>6.7.「未結案工單成本彙總表」(附件 6)</p> |             |             |            |                |            |          | <u>製令分類</u> | <u>權責單位</u> | <u>完成日期</u> | 試作製令 | 研發單位 | 公佈後一週內 | 量試製令 | 工程單位 | 公佈後兩週內 | 量產製令 | 製造單位 | 公佈後一週內 |
| <u>製令分類</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <u>權責單位</u> | <u>完成日期</u> |            |                |            |          |             |             |             |      |      |        |      |      |        |      |      |        |
| 試作製令                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 研發單位        | 公佈後一週內      |            |                |            |          |             |             |             |      |      |        |      |      |        |      |      |        |
| 量試製令                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 工程單位        | 公佈後兩週內      |            |                |            |          |             |             |             |      |      |        |      |      |        |      |      |        |
| 量產製令                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 製造單位        | 公佈後一週內      |            |                |            |          |             |             |             |      |      |        |      |      |        |      |      |        |
| 神準科技股份有限公司                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             | 頒行日期        | 2006.10.01 | 修訂日期           | 2016.08.12 | 版次<br>04 |             |             |             |      |      |        |      |      |        |      |      |        |

# 生產排程作業(一)

## 生管單位



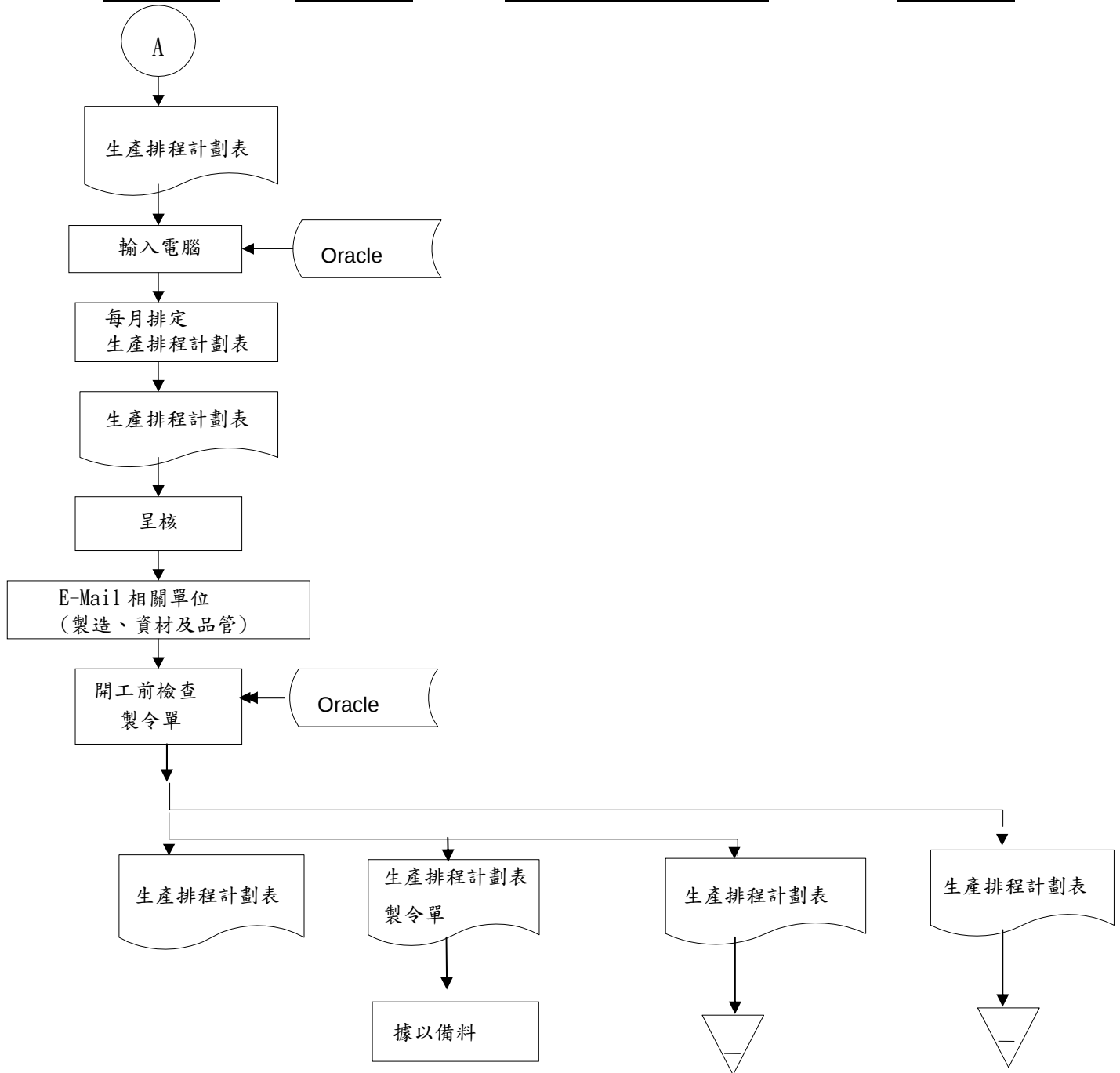
## 生產排程作業(二)

生管單位

倉管單位

製造單位／外包單位

品保單位



## Backlog\_PMCATP

附件 1

[illegible]





發料通知

附件 4

| 製令編號 | 順序 | 部門 | 部門說明 | 產品品號 | 品 名 / 規 格 | 預計產量 | 開工日 | 順序 | 廠內/廠外 | 線別 | 上線日期 | 備註 |
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### 未結案工單成本明細表

附件 5

[illegible]

未結案工單成本彙總表

| 工單類型     | SF 生產天數   | 總計 | 0 天 | 1 天 | 2 天 | 3 天 | 4 天 | 5 天 | 6 天 | 6 天以上 |
|----------|-----------|----|-----|-----|-----|-----|-----|-----|-----|-------|
| 量產       | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| 重工       | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| 外包-燒錄 IC | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| 拆解       | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| 其它-外     | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| 開發       | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| RMA 維護   | 工單筆數      |    |     |     |     |     |     |     |     |       |
|          | WIP 料件金額  |    |     |     |     |     |     |     |     |       |
| 總計       | 工單總筆數     |    |     |     |     |     |     |     |     |       |
|          | WIP 料件總金額 |    |     |     |     |     |     |     |     |       |