

**KANEPACKAGE PHILIPPINE INC.**

No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna
Telephone No. (049) 545-7166 to 69
Fax No. (049) 545-6302

WORK INSTRUCTION MANUAL

DATE OF EFFECTIVENESS

25 02 14

PAGE

1 OF 6

TITLE

CONTROL NUMBER

REVISION NUMBER

PREPARED BY

CHECKED BY

APPROVED BY

ETERNA MACHINE SET UP AND OPERATION**WI-PR-002-034****13**

Hazel Andrei Pumar

Rexel Almario

Jeniffer Gallos

A. PPE REQUIREMENT

- 1) Safety Shoes
- 2) Anti-cut Gloves (During blade set-up)

B. GENERAL SAFETY REQUIREMENT

- 1) Make sure that the machine is "turned off" before doing cleaning or maintenance.
- 2) Know the emergency stop button.
- 3) Report any incident, accident, near miss, or hazards.
- 4) Observe proper hygiene during break time and after work.

C. IN CASE OF EMERGENCY

- 1) Immediately press the "emergency stop" button in case of emergency.
- 2) Immediately inform supervisor.
- 3) Immediately inform Safety and Health Team in case of injury-related emergencies.
- 4) Immediately inform ERT/ Safety Team in case of fire-related emergencies.

D. ENVIRONMENT

- 1) Always follow the waste segregation scheme (corrugated, plastic, eperan, hazardous).
- 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.

1. Switch on the main breaker and warm up the machine for atleast 15 minutes.
I-switch on ang main breaker at i-warm up ng hindi kukulangin sa 15 minuto.

2. Perform the daily machine checking at the start of every shift. Make sure to fill out the checksheet and sign it.

Gawin ang pang-araw-araw na pag-check ng makina sa simula ng shift. Tiyaking punan ang checksheet at lagdaan ito.

3. Turn on the main key switch of the die cut machine for operation initializing.

Buksan ang main key switch ng die cut machine para sa operation initializing.

4. Upon the issuance of raw materials, the operator will only take the JO if it is already for process.

Sa pagpapalabas ng raw materials, ang operator ay dapat lamang kuhanin ang JO kapag ito para sa pagpo-proseso na.

5. Check the Job Order (JO). This contains information of customer's name, the item description, quantity and delivery date. It also includes the type and quantity of the materials to be used in production.

I-check ang Job Order (JO). Dito nakalagay ang customer, ang item description, dami ng item, at petsa kung kailan idedeliber ang item. Nakalagay din dito ang klase at bilang ng materyales na gagamitin sa production.

6. Barcode scanner shall be used to scan the Job Order before giving to Warehouse for material issuance.

Ang Barcode Scanner ay dapat na gamitin para i-scan ang Job Order bago ito ibigay sa Warehouse para sa issuance ng materyales.

Tandaan: Gayundin, i-scan ng Warehouse ang JO kapag natanggap na ito mula sa Production.

7. Before processing, Job Order shall be scanned first, and the initial quantity shall be input in the barcode scanner.

Bago mag-proseso, ang Job Order ay dapat na i-scan muna, at ang initial quantity ay dapat na ilagay sa barcode scanner.

8. A drawing of the item description is attached to the JO wherein it illustrates the item's dimensions, the type of materials and the visual appearance. The drawing also includes the processes that the item should undergo. The standard unit of measurement is in millimeters (mm).

Ang drawing ay kalakip ng JO at dito makikita ang mga sukat na dapat sundin uri ng materyales at hitsura ng item. Kasama rin dito ang mga proseso na pagdadaan ng item. Ang standard na unit ng pagsukat ay millimeters (mm).

Note: When processing one-touch lock items, the checklist printed in the last page of drawings that attached on the JO shall be check by Eterna Operator, Production Leader, In-line QA and ME.

Tandaan: Sa pagproseso ng one-touch lock items, kailangang i-check ng Eterna Operator, Production Leader, In-line QA, at ME ang mga nakatala sa checklist kasama ng drawing na naka attached sa JO.

Setting the Machine

9. Make sure that the machine is in chase-inch position to allow chase out. If the machine is not in chase-inch position, press the reset/jog button and press the chase out button.
Siguraduhin na ang makina ay naka chase-inch na posisyon. Kung ito ay hindi naka chase-inch na posisyon, pindutin ang reset/jog at pindutin ang chase-out na pindutan.



10. Open the cutting window and loosen the safety lock using T-Wrench.

Buksan ang cutting window at luwagan ang safety lock gamit ang T-wrench.



11. Push the green button or the die chase lock then pull out the die chase.

Pindutin ang berdeng pindutan o ang die chase lock at hilahin palabas ang die chase.



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SETTING THE DIE BLADE AND STEEL PLATE FOR ITEM WITHOUT CREASING**MATRIX****SETTING THE DIEBLADE**

12. Flip the die chase then position the die blade to the center of the die chase including balancing knife if necessary.

Baliktarin ang die chase at i-posisyon sa gitna ang diecut blade kasama ang balancing knife kung kinakailangan.

13. Put and fasten the diecut blade with safety screw below the die chase to lock it.

Ilagay at higitan ang die blade gamit ang safety screw sa ilalim ng die chase upang ito ay mag lock.

14. Close and lock the die chase cover then flip the Die Chase.

Isara ang takip at baliktarin ang die chase.

15. Open the die chase cover and place the pattern film. Get the center line of the pattern film and the die chase then put a masking tape to prevent it from moving.

Buksan ang takip ng die chase at ilagay ang pattern film. Kuhanin ang gitnang bahagi ng pattern film at ng die chase at lagyan ito ng masking tape upang maiwasan ang pag galaw.



16. Close and lock the cover of die chase then press the die chase locking button or the green light button to lock the die chase and tighten the safety lock using T-range then close the window.

Isarado at i-lock ang takip ng die chase pagkatapos ay pindutin a berdeng ipindutan upang maisara ang die chase at higitan ang safety lock gamit ang T-Range at isara ang bintana.



Note: For Box type items with two (2) panels, make sure that blade Part A should always processed first then follow blade Part B to avoid confusion and the wrong blade being used. Tandaan: Para sa mga Box type item na may dalawang (2) panel, siguraduhin na ang blade Part A ang laging unahing i-process saka naman isunod ang blade Part B upang maiwasan ang pagkalito at maling blade ang magamit.

SETTING THE STEEL PLATE

17. Loosen the safety lock to release the die chase of the cutting plate and pull down the chase clamp rails of both sides.

Luwagan ang safety lock upang ma-alis ang die chase ng cutting plate at hilahin pababa ang chase clamp rails sa magkabilang bahagi.



17.1 Put and fasten with safety screw the COMMON STEEL PLATE on the die chase of the cutting plate for items that do not need a creasing matrix.

Ilagay at higitan gamit ang safety screw ang COMMON STEEL PLATE sa die chase ng cutting plate para sa mga item na hindi kinakailangan ng creasing matrix.

**SETTING THE DIE BLADE AND STEEL PLATE FOR ITEM WITH CREASING MATRIX****SETTING THE STEEL PLATE**

18. Loosen the safety lock to release the die chase of the cutting plate and pull down the chase clamp rails of both sides.

Luwagan ang safety lock upang ma-alis ang die chase ng cutting plate at hilahin pababa ang chase clamp rails sa magkabilang bahagi.



18.1 Put and fasten with safety screw the SPECIFIC STEEL PLATE on the die chase of the cutting plate for items that needs a creasing matrix.

Ilagay at higitan gamit ang safety screw ang SPECIFIC STEEL PLATE sa die chase ng cutting plate para sa mga item na kailangan ng creasing matrix.



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List of items with Specific Plate

EMORI	ARKRAY	NIDEC	EPSON	CBMP
HP01D2200C-1	01-07718A	FLEXWAVE A	515060301	RX1-5780-000
HP01D2000-3		FLEXWAVE B		RX1-5781-000
HP33D1010-1		FLEXWAVE C		RX1-5782-000
HP33D1027-1		FLEXWAVE D		
HP33D1014-2				
HP01D1057-1				

SETTING THE DIE BLADE

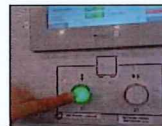
19. Flip the die chase then position the die blade to the center of the die chase including balancing knife if necessary then, put creasing matrix on the creasing blade at the die board.

Baliktarin ang die chase at i-posisyon sa gitna ang diecut blade kasama ang balancing knife kung kinakailangan pagkatapos ay maglagay ng creasing matrix sa creasing blade ng die board.



20. Return the die chase inside, then push the die chase locking button and tighten the safety lock.

Ibalik ang die chase sa loob, pagkatapos at i-push ang locking button at higitan ang safety lock.



Locking Button



Safety Lock

21. Press the jog button and machine timing of die chase out button to attach the creasing matrix to the steel plate.

Pindutin ang Jog button at ang timing ng machine para sa die chase out button upang dumikit ang creasing matrix sa steel plate.



Jog Button

22. Loosen the safety lock to release the die chase of the cutting plate and pull down the chase clamp rails of both sides.

Luwagan ang safety lock upang ma-alis ang die chase ng cutting plate at hilahin pababa ang clamp rails sa magkabilang gilid.



Note: For Box type items with two (2) panels, make sure that blade Part A should always processed first then follow blade Part B to avoid confusion and the wrong blade being used.

Tandaan: Para sa Box type items na may dalawang (2) panel, siguraduhin na ang blade Part A ang laging unahing i-process saka naman isunod ang blade Part B upang maiwasan ang pagkalito at maling blade ang magamit.

23. Switch on the lever to release the air to pull the die chase of the cutting plate.

I-switch on ang lever para lumabas ang hangin at mahila ang die chase ng cutting plate.



Lever

24. Remove the rubber of the creasing matrix. After removing, use rugs and press the creasing matrix on steel plate for additional pressure and more adhesion. Then, push the die chase of the steel plate inside. Turn off the lever then lock the safety knot.

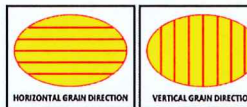
Alisin ang rubber ng creasing matrix. Pagkatapos tanggalin ay gumamit ng basahan at I press ang creasing matrix sa steel plate para sa additional na pressure at dikit. Pagkatapos ay itulak paloob ang die chase ng steel plate. I- off ang lever at i-lock ang safety knot.



Note: Operator should use air hose after removing and cutting the creasing matrix to ensure that no trimmings are left in the steel plat area.

Tandaan: Ang opereytor ay kinakailangang gumamit ng air hose pagkatapos ng magtanggal ng rubber at mag-cut ng creasing matrix upang maiwasan na may maiwan na mga pinagputulan sa steel plate area.

25. Set the sheet to be processed in the feeder section based on the required orientation of grain direction stated in Drawing and Grain Direction Sticker attached on the die-blade. Afterwards, adjust the side guide based on its width.



HORIZONTAL GRAIN DIRECTION

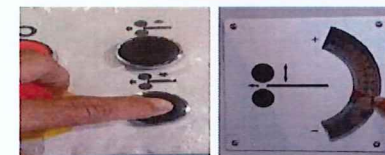
VERTICAL GRAIN DIRECTION

Ilagay ang sheet na ipo-proseso sa feeder section batay sa kinakailangang orientation ng Grain Direction na nakasaad sa Drawing at Grain Direction Sticker na nakakabit sa die-blade. Pagkatapos ay i-adjust ang side guide base sa lapad nito.



26. Set the feeder according to the flute size of the sheet board.

I-set ang feeder ayon sa flute size ng gamit na sheet board.



27. Switch the L/R side guide for the adjustment of the L/R position.

I-switch ang L/R na side guide para sa ma-adjust ng L/R position.





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D. ENVIRONMENT

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28. Turn on the blower and feeding roller.
Buksan ang blower at ang feeding roller.



MACHINE TIMING

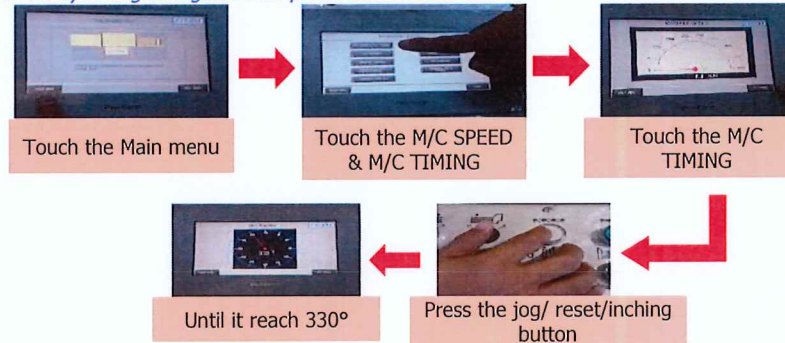
29. Press jog/ inching button until the board reach near the gripper and make sure that the mouth of the gripper is open.

Pindutin ang jog o ang inching button hanggang ang karton ay umabot malapit sa gripper at siguraduhing ang bibig ng gripper ay naka bukas.



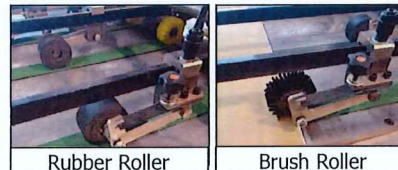
30. Press the jog button to set the machine timing until it reach the 330° and set the side guide close to the sheet board.

Pindutin ang jog button upang maiyayon ang tiyempo ng makina hanggang sa umabot ito ng 330° at iayon ang side guide malapit sa sheet board.



31. Press the jog button until the sheet reach the second feeder section. Then place the brush roller and rubber roller to the sheet tail.

Pindutin ang jog button hanggang sa makarating ang sheet sa pangalawang feeder unit. Pagkatapos ay iayon ang brush roller at rubber roller sa hulihan ng bahagi ng sheet board.



32. For setting-up of top roller tensioner, always observe the condition of materials to be processed. These guidelines are must be followed in order to prevent peel off and misalign diecut rejects.

Para sa pag-set-up ng top roller tensioner, palaging obserbahan ang kondisyon ng mga materyales na ipoproceso. Ang mga alituntuning ito ay dapat sundin upang maiwasan ang peel off at misalign diecut na mga reject.

HIGH TENSION



SETUP FOR E-FLUTE & EB-FLUTE

LOW TENSION



SETUP FOR B-FLUTE, C-FLUTE & CB-FLUTE MATERIALS

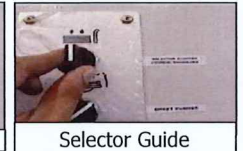
DELIVERY SET-UP

33. Press Jog button of the machine until the sheet board reached the delivery section and open the window. Adjust the selector guide adjustment forward/ backward based on the length of the sheet.

Pindutin ang Jog button hanggang sa makarating ang shee sa delivery section at buksan ang bintana. I-adjust ang selector stopper pasulong o pa atras base sa haba ng sheet na gagamitin.



Jog Button



Selector Guide

34. Loose the lock of side guide pusher based on the width of the sheet board then closed the window.

Luwagan ang lock ng side guide pusher base sa lad ng sheet board pagkatapos ay isara ang bintana.

Note: Machine's Maximum Side Guide: 1620mm x 1200mm to avoid wrong grain direction.

Tandaan: Pinakamataas na Sukat ng Side Guide ng Makina: 1620mm x 1200mm upang maiwasan ang maling grain direction.



Side Guide Pusher



Delivery Window

35. Switch the up/down main pallet and power on the delivery conveyor.

I-switch ang up or down na main pallet at I-on ang delivery conveyor.

36. Set the pressure gauge to 0.25, the cutting portion must be 50% visually cut. Adjust the pressure gauge once cut is less than 50%. If the cut is greater than 50% visually, put additional backing tape on the pattern sheet where there is uncut.

I-set ang pressure gauge sa 0.25, ang mga cutting portion ay kinakailangang 50% visually cut. I-adjust ang pressure gauge kung makikitang ang cutting ay mababa sa 50%. Kung makita na ang cutting ay sobra na sa 50%, mag lagay ng additional na backing tape sa pattern sheet kung saan my uncut.





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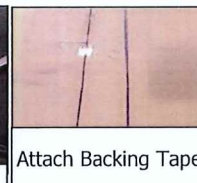
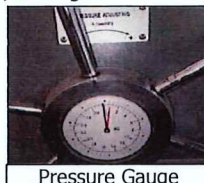
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Note: Operators are allowed to put up to 3 layers of backing tape when there is uncut. Usage of steel backing is not allowed unless it is for improvement, when the blade/wood has problem, and/or if the die-cut plate is worn-out/ damaged.

Tandaan: Hanggang tatlong layer lamang ng backing tape ang maaaring ilagay ng mga operator. Ang paggamit ng steel backing ay hindi pinapayagan maliban kung ito ay para sa improvement, may problem ang blade/wood, at kung worn-out/damaged na ang die-cut plate.



37. For box type items, perform back to back of 180° folding of creasing line during trial run and sampling in every 3rd release of items in delivery catcher to check any occurrence of bursting in smooth and rough surface of items.

Para sa mga box type items, magsagawa ng back to back o 180° na pagtupi ng creasing line sa trial run at sampling sa bawat ika-3 paglabas ng mga item sa delivery catcher upang malaman kung mayroong bursting sa madulas at magaspang na surface ng item.

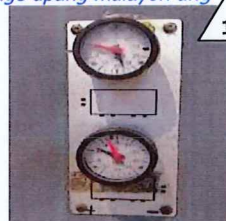


38. For items with print, use the print adjustment gauge to align the register by adjusting the gripper on the item.

Para sa mga item na may print, gamitin ang print adjustment gauge upang maiayon ang register sa pamamagitan ng pag-adjust ng gripper sa item.

Note: Grinding die blade is strictly prohibited once encountered bursting defect on creasing line of the item.

Tandaan: Ang pag grind ng die blade ay mahigpit na ipinagbabawal kapag naka-encounter ng bursting defect sa may bandang creasing line ng item.



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39. Two Joints boxes with different panel more than 100 sets shall be palletized on separate pallet with attached Process Travel Tag for the identification of Panel A and B.

Ang mga two joint boxes na may magkaibang panel na higit sa 100 sets ay dapat na i-palletize sa magkahiwalay na paleta na may kalakip na Process Travel Tag para sa pagtukoy ng Panel A at B.

40. For less than 100 sets depend to dimension can palletized in one pallet with a separator in the middle with attached Process Travel Tag for the identification of Panel A and B.

Para sa mas mababa sa 100 sets depende sa sukat ay maaaring i-palletize sa isang paleta na may panghiwalay sa gitna na may kalakip na Process Travel Tag para sa pagtukoy ng Panel A at B.

41. Commence mass production. Press Automatic button indicating start, at the same time to start the production. Then turn Selector switch to position of delivery conveyor for automatic sheet pile moving out to delivery table.

Magsimula na sa produksyon. Pindutin ang awtomatikong pindutan na nagsasaad ng simula nang sa ganoon ay masabayan ng produksyon. Pagkatapos ay pihitin ang Selector switch upang maiposisyon ang konbeyor para sa awtomatikong pagpapatay ng materyales na ilalabas.

Note: If there are difficulties found during diecutting, endorse the diecut blade back to Tooling Custodian for re-layout.



Tandaan: Kung may nakitang problema habang diecutting, ibalik and diecut blade sa Tooling Custodian upang ma-relayout

42. Conduct sampling at least one (1) sheet of item for every batch on mass production and check all the details needed such as dimension, cutting condition, alignment and visual appearance of the item as well as to check if item conforms to specifications and to detect if there are machine movements, defective tool or machine problem.

Magsagawa ng sampling ng hindi bababa sa isang (1) sheet ng item sa bawat batch sa mass production at suriin ang lahat ng mga detalyeng kailangan tulad ng dimensyon, cutting condition, alignment at visual na hitsura ng item pati na rin upang suriin kung ang item ay sumusunod sa mga detalye at upang makita kung may mga paggalaw ng makina, may sira na kasangkapan o problema sa makina.

43. Place each batch of FG item on the caster/wooden pallet. Use scrap as protector sheet if the item dimension is bigger than the caster pallet dimension.

Ilagay ang bawat batch ng FG item sa caster/wooden pallet. Gumamit ng scrap bilang protector sheet kung ang sukat ng item ay mas malaki sa sukat ng caster pallet.

44. After the operation, remove the blade and the plate. Update the Diecut Sticker (PR-003-F06) and Steel Plate Sticker (PR-003-F20) attached at the back of the blade and plate.

Pagkatapos ng operasyon, tanggalin ang blade at ang plate. I-update ang Diecut Sticker (PR-003-F06) at Steel Plate Sticker (PR-003-F20) na nakadikit sa likod ng blade at plate.



Note: Operator should use air hose after every running to ensure that no trimmings are left in the diecut and stripping area.

Tandaan: Ang operaytor ay kinakailangang gumamit ng air hose pagkatapos ng kada isang takbo, upang maiwasan na may maiwan na pinagputulan ng materyales sa diecut at stripping area.

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- 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.

45. After processing the item, Job Order shall be scanned again and input the final quantity of the produced item.

Pagkatapos magproseso ng item, ang Job Order ay dapat na i-scan muli at ilagay ang pang huling bilang ng nagawang item.

46. Update the Machine Ratio, Production Schedule of the day and the Job Order.

I-update ang Machine Ratio, Production Schedule at ang Job Order.

KANEPACKAGE PHILIPPINE INC.

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