

**KANEPACKAGE PHILIPPINE INC.**

No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna  
Telephone No. (049) 5457-7166 to 69  
Fax No. (049) 545-6302

**INVESTIGATION REPORT FORM (IRF)**

Control No.:

Date Issued

0030

241119

|                  |                               |                   |                |
|------------------|-------------------------------|-------------------|----------------|
| Customer         | CANON BUSINESS MACHINE PHILS. | Attention To      | WEENA APALLA   |
| Item Code        | 6CB-0005-000                  | Department        | PRODUCTION     |
| Item Description | BODY                          | Date of Detection | 241114         |
| Job Order Number | JO-TO-IPD-00339-1             | Section Detected  | QA SCREENING 3 |

**ILLUSTRATION OF THE PROBLEM**

|                    |                  |          |
|--------------------|------------------|----------|
| Lot Quantity (pcs) | Reject Qty (pcs) | Reject % |
| 650                | 15               | 2.31     |

Nature of Defect:

BURSTING

Requirement:

There should be no bursting

Actual

End to end bursting on creasing line

**ACTUAL:** With bursting on the inner portion of the item.  
**REQUIREMENT:** No bursting

| NO. OF OCCURENCE   | DISPOSITION  | AREA OF OCCURENCE / ORIGIN   | CONTENT  |
|--|--|--|--|
| <input checked="" type="checkbox"/> First<br><input type="checkbox"/> Recurrence No.: <u>1</u><br>Date.: <u>241114</u> | <input type="checkbox"/> Hold<br><input type="checkbox"/> Special Acceptance<br><input type="checkbox"/> For Rework<br><input checked="" type="checkbox"/> Reject / Disposal | <input type="checkbox"/> Slotter<br><input type="checkbox"/> EQOS<br><input checked="" type="checkbox"/> Diecut<br><input type="checkbox"/> Detaching<br><input type="checkbox"/> Gluing<br><input type="checkbox"/> Vertical<br><input type="checkbox"/> Others | <input type="checkbox"/> Material<br><input type="checkbox"/> Dimension<br><input type="checkbox"/> Appearance<br><input checked="" type="checkbox"/> Process / Method |
| Issued by  | Checked by   | Approved by  | Received by (Receiving Section)  |
| LESTER JOHN DIOSO   241119   | CHARLENE JAN MARIE FLORES   241122   | MICHAEL CASILLANO   241126   | GERALD DE GUZMAN   241128  |

**I. INVESTIGATION / ANALYSIS****DIRECT CAUSE: (Analyze the reason of occurrence, why it happened?)****System / Training****Design / Toolings****Process / Material**



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**INVESTIGATION REPORT FORM (IRF)**

**INDIRECT CAUSE: (Analyze the reason of occurrence, why it leaked?)**

**System / Training**

**Design / Toolings**

**Process / Material**

**FINAL CONCLUSION**

**CORRECTIVE ACTION: (Actions to be done to ensure that the problem will not happen again)**

**WHO / WHEN**

**IMMEDIATE ACTION: (Action to be done to contain/ temporary correct the problem found)**

| A. Sorting Result         |                                    |             |    |            | C. Reworking           |       |
|---------------------------|------------------------------------|-------------|----|------------|------------------------|-------|
|                           | Location                           | Total Stock | NG | Total Good | Rework Quantity        | n/a   |
| RM                        | n/a                                | 0           | 0  | 0          | Total Good             | 0     |
| WIP                       | n/a                                | 0           | 0  | 0          | Rework PPM (Good)      | 0     |
| FG                        | n/a                                | 0           | 0  | 0          |                        |       |
| B. Orientation            |                                    |             |    |            |                        |       |
| Date                      | 2024-12-05                         |             |    |            | Time                   | 08:10 |
| Title                     | Production Weekly Assembly Meeting |             |    |            |                        |       |
| Attendees                 | All Production                     |             |    |            |                        |       |
| Prepared By:              |                                    |             |    |            | Approved By:           |       |
| GERALD DE GUZMAN   250128 |                                    |             |    |            | REXEL ALMARIO   250205 |       |
|                           |                                    |             |    |            | Department Head        |       |

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**INVESTIGATION REPORT FORM (IRF)****II. QA ROOTCAUSE VERIFICATION (To be filled out by QA In-charge)**

|                      |                |
|----------------------|----------------|
| Date Conducted:      | PIC:           |
| Identified Rootcause | Recommendation |

**III. CORRECTIVE ACTION VERIFICATION (To be filled out by QA In-charge)**

|                            | Checked By: | Date | Implemented?   | Running | JO Number | Date | NG Qty | Lot Qty |
|----------------------------|-------------|------|----------------|---------|-----------|------|--------|---------|
| 1st Verification of Action |             |      | [ ] Yes [ ] No | 1st     |           |      |        |         |
| 2nd Verification of Action |             |      | [ ] Yes [ ] No | 2nd     |           |      |        |         |
| 3rd Verification of Action |             |      | [ ] Yes [ ] No | 3rd     |           |      |        |         |
| Effectiveness of Action    |             |      | [ ] Yes [ ] No | 4th     |           |      |        |         |
| Remarks:                   |             |      |                | 5th     |           |      |        |         |

**IV. CLOSURE**

| Status     | Remarks   |
|------------|---|
| Still Open | Corrective action was not effective. Re-issued IRF (IRF#0087) Rejection Quantity: 28 PCS. NG / 3000<br>Rejection Rate: 0.93% Detection: QA SCREENING 250326.<br>Corrective Action will be monitor on the QASEM (IRF#0087) by the QA-IE staff. |

| Approved by:                                   |  | Process Owner Acknowledgment: (Receiving Section) |                        |
|--|--|---|------------------------|
| MICHAEL CASILLANO   250507<br>08:35<br>QA Head | KOHEI ISHII   250523 02:41<br>Top Management | GERALD DE GUZMAN   250603<br>08:42<br>Line Leader | N/A<br>Department Head |
| Date: 25252525-05-07                           | Date: 25252525-05-23                         | Date: 25252525-06-03                              | Date: -                |