

**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

0063

250222

Customer	CANON BUSINESS MACHINE PHILS.	Attention To	REXEL ALMARIO
Item Code	6CB-0005-000	Department	PRODUCTION
Item Description	BODY	Date of Detection	250218
Job Order Number	JO-F-25-135-7	Section Detected	QA SCREENING

**ILLUSTRATION OF THE PROBLEM**

**ACTUAL:** With misalign glue  
**REQUIREMENT:** Misalign glue is not acceptable

Lot Quantity (pcs)	Reject Qty (pcs)	Reject %
550	22	4.00

Nature of Defect:

MISALIGN GLUE

Requirement:

Misalign glue is not acceptable

Actual

With misalign glue up to 5mm

NO. OF OCCURENCE	DISPOSITION	AREA OF OCCURENCE / ORIGIN	CONTENT
<input checked="" type="checkbox"/> First <input type="checkbox"/> Recurrence No.: <u>1</u> Date.: <u>250218</u>	<input type="checkbox"/> Hold <input type="checkbox"/> Special Acceptance <input type="checkbox"/> For Rework <input checked="" type="checkbox"/> Reject / Disposal	<input type="checkbox"/> Slotter <input type="checkbox"/> EQOS <input type="checkbox"/> Diecut <input type="checkbox"/> Detaching <input checked="" type="checkbox"/> Gluing <input type="checkbox"/> Vertical <input type="checkbox"/> Others	<input type="checkbox"/> Material <input type="checkbox"/> Dimension <input type="checkbox"/> Appearance <input checked="" type="checkbox"/> Process / Method
Issued by	Checked by	Approved by	Received by (Receiving Section)
LESTER JOHN DIOSO   250222	CHARLENE JAN MARIE FLORES   250225	MICHAEL CASILLANO   250226	GERALD DE GUZMAN   250410

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

WHY 1 : Not enough pre folding to get the correct gap dimension.

WHY 2 : Operator on going familiarization to gluing process.

WHY 3 : Operator newly hired and cross train to gluing process.

**Design / Toolings****Process / Material**

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**INVESTIGATION REPORT FORM (IRF)****INDIRECT CAUSE: (Analyze the reason of occurrence, why it leaked?)****System / Training**

WHY 1 : N/A

**Design / Toolings****Process / Material****FINAL CONCLUSION****CORRECTIVE ACTION: (Actions to be done to ensure that the problem will not happen again)****WHO / WHEN****System / Training**

WHY 1: Revision of Manual Gluing Work Instruction (inclusion of actual defect picture)

Production IE // 2025-04-25

WHY 2: Provision of sample gluing defect board

Production IE and Leaders //  
2025-04-30

**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	0
RM	na	0	0	0	Total Good	0
WIP	na	0	0	0	Rework PPM (Good)	0
FG	na	0	0	0		

**B. Orientation**

Date	2025-04-24	Time	08:56
Title	na		
Attendees	na		

**Prepared By:****Approved By:**

GERALD DE GUZMAN | 250424

REXEL ALMARIO | 250507

Department Head



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

Date Conducted: 2025-04-24	PIC: M.ASIS
Identified Rootcause Newly hired operator and newly assigned operator in the gluing process.	Recommendation Revision of manual gluing training module

**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	M,ASIS	2025-04-25	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	1st	JO-F-25-788-10	250701	2	1000
2nd Verification of Action	M.ASIS	2025-06-18	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	2nd	JO-F-25-789-1	250705	0	700
3rd Verification of Action	M.ASIS	2025-06-26	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	3rd	JO-F-25-843-6	250710	0	300
Effectiveness of Action	M.ASIS	2025-07-19	[ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No	4th	JO-F-25-843-7	250715	11	800
Remarks: Change the corrective action to revision of manual gluing training module instead of Revision of Manual Gluing Work Instruction.				5th	JO-F-25-843-8	250719	0	600

**IV. CLOSURE**

Status	Remarks
Still Open	5 consecutive lots running with minimal reject (13pcs NG).

Approved by:		Process Owner Acknowledgment: (Receiving Section)	
MICHAEL CASILLANO   250908 09:59 QA Head	N/A Top Management	N/A Line Leader	N/A Department Head
Date: 25252525-09-08	Date: -	Date: -	Date: -