

**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

INVESTIGATION REPORT FORM (IRF)☒ Inhouse Detection☐ Customer Claim

Control No.: IRF-00267

Date Issued: MARCH 18, 2022

Customer	EPSON IJP	Attention To	Ms. Cepeda, Noemi
Item Code	5159086-00 A	Department	KPLIMA Production
Item Description	LOUVRE 2 MCX ASIA	Date of Detection	MARCH 17, 2022
Job Order Number	14099	Section Detected	KPLIMA QA

ILLUSTRATION OF THE PROBLEM☐ Major☒ Minor

Lot Quantity (pcs.)

1,996

Reject Quantity (pcs.)

40

Reject Percentage

2.0%

Nature of Defect:

BURSTING

Requirement:

ITEM SHOULD BE IN GOOD CONDITION NO OCCURRENCE OF BURSTING

Actual:

BURSTING OCCURRED ON THE CREASING LINE

NO. OF OCCURRENCE☒ First
☐ Recurrence

No.:

Date:

DISPOSITION☐ Hold
☐ Special Acceptance
☐ For Rework
☒ Reject / Disposal**AREA OF OCCURRENCE / ORIGIN**☐ Slotter
☐ EQOS
☒ Diecut
☐ Detaching
☐ Gluing
☐ Vertical
☐ Others:**CONTENT**☐ Material
☐ Dimension
☒ Appearance
☒ Process / Method

Issued by

Checked by

Approved by

Received by
(Receiving Section)

M. Antonino
QA-IE Staff

[Signature]
QA Supervisor

QA Asst. Manager

[Signature]
Head Supervisor

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

System / Training

Why 1:
Why 2:
Why 3:
Why 4:
Why 5:Why 1:
Why 2:
Why 3:
Why 4:
Why 5:

Design / Toolings

Why 1:
Why 2:
Why 3:
Why 4:
Why 5:Why 1:
Why 2:
Why 3:
Why 4:
Why 5:

Process / Material

Why 1: - Due to presence of scrap in die plate
Why 2: - during running.
Why 3: Used blade for auto-stripping process while
in manual process.
Why 4:
Why 5:

Why 1:
Why 2:
Why 3:
Why 4:
Why 5:

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INVESTIGATION REPORT FORM (IRF)**FINAL CONCLUSION****OCCURRENCE ROOTCAUSE****OUTFLOW ROOTCAUSE****IMMEDIATE ACTION:** (Action to be done to contain/ temporary correct the problem found)**CORRECTIVE ACTION:** (Actions to be done to ensure that the problem will not happen again)**A. Sorting Result**

	Location	Total Stock	NG	Total Good
RM				
WIP				
FG				

Actions to be done to eliminate recurrence

Who / When

B. Orientation

Date		Time	
Title			
Attendees			

Design /
Tools

Tooling C. removed the existing
cutting knife in blade for
manual process.
K&L for auto-stripping process
Note: No target date

Tooling
Custodian
MB/Prod

C. Reworking

Rework Quantity	
Total Good	
Rework Percentage (Good)	

Process

III. 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?	Remarks
1st Verification of Action			[] Yes [] No	
2nd Verification of Action			[] Yes [] No	
3rd Verification of Action			[] Yes [] No	
Effectiveness of Action			[] Yes [] No	

Note: If no same defects / problems occurs for 5 consecutive deliveries, corrective action is considered effective / closed. If the same problem occurs within 5 consecutive deliveries or 3rd verification of action still not yet implemented, Investigation Report shall be re-issued to the affected department to provide new improvement action.

IV. CLOSURE

Status:	Remarks:	Approved by:		Process Owner Acknowledgment: (Receiving Section)	
<input type="checkbox"/> Closed					
<input type="checkbox"/> Still Open		QA Supervisor	QA Asst. Manager	Line Leader	Department Head
<input type="checkbox"/> Re-Issue IRF		Date:	Date:	Date:	Date:

PRODUCTION ACTION PLAN

KANEPACKAGE PHILIPPINE, INC.

ATTENDANCE SHEET

Submitted by: RENY JARRO J. SILL Date: 1/24/12

ACTIVITY: FIELDWORK MEETING

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1.	Mulvin	Ficker	Prod.	
2.	John Doe	Barrow	Prod.	
3.	John Doe	Barrow	Prod.	
4.	John Doe	Barrow	Prod.	
5.	John Doe	Barrow	Prod.	
6.	John Doe	Barrow	Prod.	
7.	John Doe	Barrow	Prod.	
8.	John Doe	Barrow	Prod.	
9.	John Doe	Barrow	Prod.	
10.	John Doe	Barrow	Prod.	
11.	John Doe	Barrow	Prod.	
12.	John Doe	Barrow	Prod.	
13.	John Doe	Barrow	Prod.	
14.	John Doe	Barrow	Prod.	
15.	John Doe	Barrow	Prod.	
16.	John Doe	Barrow	Prod.	
17.	John Doe	Barrow	Prod.	
18.	John Doe	Barrow	Prod.	
19.	John Doe	Barrow	Prod.	
20.	John Doe	Barrow	Prod.	

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ATTENDANCE SHEET

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
21.	John Doe	Barrow	Prod.	
22.	John Doe	Barrow	Prod.	
23.	John Doe	Barrow	Prod.	
24.	John Doe	Barrow	Prod.	
25.	John Doe	Barrow	Prod.	
26.	John Doe	Barrow	Prod.	
27.	John Doe	Barrow	Prod.	
28.	John Doe	Barrow	Prod.	
29.	John Doe	Barrow	Prod.	
30.	John Doe	Barrow	Prod.	
31.	John Doe	Barrow	Prod.	
32.	John Doe	Barrow	Prod.	
33.	John Doe	Barrow	Prod.	
34.	John Doe	Barrow	Prod.	
35.	John Doe	Barrow	Prod.	
36.	John Doe	Barrow	Prod.	
37.	John Doe	Barrow	Prod.	
38.	John Doe	Barrow	Prod.	
39.	John Doe	Barrow	Prod.	
40.	John Doe	Barrow	Prod.	
41.	John Doe	Barrow	Prod.	
42.	John Doe	Barrow	Prod.	
43.	John Doe	Barrow	Prod.	
44.	John Doe	Barrow	Prod.	
45.	John Doe	Barrow	Prod.	
46.	John Doe	Barrow	Prod.	
47.	John Doe	Barrow	Prod.	
48.	John Doe	Barrow	Prod.	
49.	John Doe	Barrow	Prod.	
50.	John Doe	Barrow	Prod.	

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Attendance of morning meeting



KANEPACKAGE PHILIPPINE INC.

MINUTES OF THE MEETING

Date: April 6, 2022 Time Start: 7:00 Time Finished: _____ Venue: _____

ATTENDEES:

Name	Dept.	Sign	Name	Dept.	Sign

AGENDA:

IRFs, Corrective Action

MINUTES:

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PEEL OFF DEFECT

*Every loosened and adjusted nuts/ screws make sure to lock and tighten again.

**Engineering will replace the lock nut to wing nut (no target date)

*Perform proper checking/ inspecting while in process in each position assigned.

BURSTING DEFECT

*2 pattern sheet were used for boards from different supplier. Only Linocraft was left.

*Proper cascading of information; improvement in endorsement to other shift

*Tooling Custodian should check and know this kind of information.

MISALIGNED CUT

*Lamination operators performs the tapping but the twisting of SF performed only for warp SFs.

*Subleader to check of performance of standard process.

OTHERS:

System of answering IRF

>QA will issue IRF to PROD IE

> Prodn IE/ Process to perform investigation with subleader (root cause and corrective action)

> Corrective Action implementation and monitoring

*Already requested orientation for IRF analysis for subleaders from QA

>to be scheduled

FOLLOW UP MEETING:

(date & time)

for KPPI fill up only

Prepared by:

A. Dequito

Reviewed by:

Noted by: