

**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-00278-4

Date Issued: MARCH 26, 2022

Customer	EPSON IJP	Attention To	Ms. CEPEDA, NOEMI
Item Code	5161818-00	Department	KPLIMA PRODUCTION
Item Description	LINUS FAL AMERICA	Date of Detection	MARCH 25, 2022 NS
Job Order Number	14384	Section Detected	INLINE QA

ILLUSTRATION OF THE PROBLEM☐ Major☒ Minor

Lot Quantity (pcs.)

Reject Quantity (pcs.)

Reject Percentage

1,285

80

6.2%

Nature of Defect:

BURSTING

Requirement:

ITEM SHOULD BE IN GOOD CONDITION NO OCCURRENCE OF BURSTING

Actual:

BURSTING OCCURRED ON THE CLASS A EDGE

NO. OF OCCURRENCE**DISPOSITION****AREA OF OCCURRENCE / ORIGIN****CONTENT**

☒ First
☐ Recurrence

No.:

Date:

☐ Hold
☐ Special Acceptance
☐ For Rework
☒ Reject / Disposal

☐ Slotter
☐ EQOS
☒ Diecut
☐ Detaching
☐ Gluing
☐ Vertical
☐ Others:

☐ Material
☐ Dimension
☒ Appearance
☒ Process / Method

Issued by

Checked by

Approved by

Received by
(Receiving Section)

M. ABONKLEO
QA-IE Staff

Shunkon
QA Supervisor

QA Asst. Manager

Ng
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 1:	
	Why 2:		Why 2:	
	Why 3:		Why 3:	
	Why 4:		Why 4:	
	Why 5:		Why 5:	
Design / Toolings	Why 1:		Why 1:	
	Why 2:		Why 2:	
	Why 3:		Why 3:	
	Why 4:		Why 4:	
	Why 5:		Why 5:	
Process / Material	Why 1:	Operator's used different machine	Why 1:	
	Why 2:	same item.	Why 2:	
	Why 3:	Information for standard parameters/adjusted	Why 3:	
	Why 4:	parameter not updated, not easy to	Why 4:	
	Why 5:	traceback.	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**

Actions to be done to eliminate recurrence

Who / When

	Location	Total Stock	NG	Total Good			
RM					System		
WIP							
FG							
B. Orientation					Design / Tools		
Date		Time					
Title							
Attendees							
C. Reworking					Process	Reactivate endorsement logbook each machine to provide information easily to operators. Target implementation: 4/7/22	PROD IE / SUB LEADER
Rework Quantity							
Total Good							
Rework Percentage (Good)							

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?	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		QA Supervisor	QA Asst. Manager	Line Leader	Department Head
<input type="checkbox"/> Still Open		Date:	Date:	Date:	Date:
<input type="checkbox"/> Re-Issue IRF					

PRODUCTION ACTION PLAN

KANEPACKAGE PHILIPPINE, INC.

ATTENDANCE SHEET

Submitted by: JOSE A. DIAZ Date: 1/16/12

ACTIVITY PLANT & MEETING

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1	Melvin	Foster	Prod.	
2	Robt. de	Barro	Prod.	
3	Jose Luis	Barrios	Prod.	
4	Paul	Alba	Prod.	
5	Michael	Barrios	Prod.	
6	Sheldon	de	Prod.	
7	Jay R	Barrios	Prod.	
8	John	Barrios	Prod.	
9	Mark	Barrios	Prod.	
10	Jose	Barrios	Prod.	
11	Jose	Barrios	Prod.	
12	Marco	Barrios	Prod.	
13	John	Barrios	Prod.	
14	Jose	Barrios	Prod.	
15	Jose	Barrios	Prod.	
16	Jose	Barrios	Prod.	
17	Vince	Barrios	Prod.	
18	John	Barrios	Prod.	
19	John	Barrios	Prod.	
20	John	Barrios	Prod.	

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ATTENDANCE SHEET

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
21	Jose	Barrios	Prod.	
22	Jose	Barrios	Prod.	
23	Jose	Barrios	Prod.	
24	Jose	Barrios	Prod.	
25	Jose	Barrios	Prod.	
26	Jose	Barrios	Prod.	
27	Jose	Barrios	Prod.	
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Attendance of morning meeting

**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: