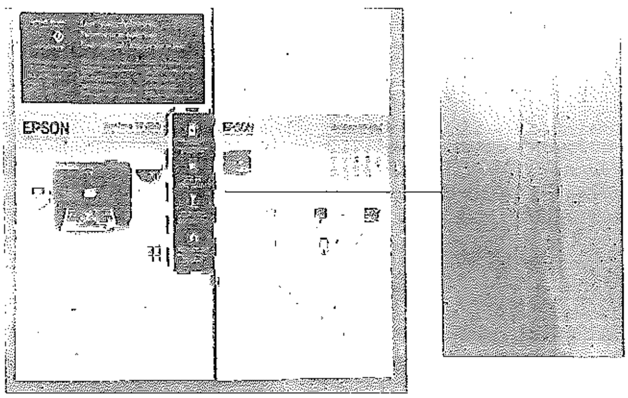
KANEPACKAGE PHILIPPINE INC.
No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna
Telephone No. (049) 545-7166 to 69
Fax No. (049) 545-6302

INVESTIGATION REPORT FORM (IRF)

☒ Inhouse Detection	☐ Customer Claim
Control No.: IRF-04-0002	Date Issued: 04-Apr-22

Customer	EPPI	Attention To	NOEMI CEPEDA
Item Code	516200200	Department	KPLIMA-PRODUCTION
Item Description	LIME FB US	Date of Detection	02-Apr-22
Job Order Number	14645	Section Detected	INLINE QA

ILLUSTRATION OF THE PROBLEM



☒ Major ☐ Minor

Lot Quantity (pcs.)	Reject Quantity (pcs.)	Reject Percentage
1,046	44	4.21%

Nature of Defect:

PEEL OFF

Requirement:

ITEM SHOULD BE IN GOOD CONDITION; NO OCCURRENCE OF PEEL OFF

Actual:

PEEL OFF OCCURRED ON THE CORRUGATED

NO. OF OCCURRENCE	DISPOSITION	AREA OF OCCURRENCE / ORIGIN		CONTENT
☒ First	☐ Hold	☐ Slotter	☒ Gluing	☐ Material
☐ Recurrence	☐ Special Acceptance	☐ EQOS	☐ Vertical	☐ Dimension
No.:	☐ For Rework	☐ Diecut	☐ Others:	☐ Appearance
Date:____________	☐ Reject / Disposal	☐ Detaching		☒ Process / Method

Issued by	Checked by	Approved by	Received by (Receiving Section)
CHERIE ANNE AREVALO QA-IE Staff	QA Supervisor	QA Asst. Manager	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: Presence of glue on other part of glue tab	Why 1:
	Why 2: - Presence of glue were due to product	Why 2:
	Why 3: contact of tension roller to the glue	Why 3:
	Why 4: roller.	Why 4:
	Why 5: - Loosed lock of tension roller.	Why 5:
Process / Material	Why 1:	Why 1: Late trapping of affected items due to
	Why 2:	Why 2: overlooking in checking of
	Why 3:	Why 3: Folder
	Why 4:	Why 4:
	Why 5:	Why 5:

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INVESTIGATION REPORT FORM (IRF)

I. FINAL CONCLUSION

OCCURRENCE ROOTCAUSE	OUTFLOW ROOTCAUSE

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

A. Sorting Result

	Location	Total Stock	NG	Total Good
RM				
WIP				
FG				

B. Orientation

Date		Time	
Title			
Attendees			

C. Reworking

Rework Quantity	
Total Good	
Rework Percentage (Good)	

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

	Actions to be done to eliminate recurrence	Who / When
System		
Design / Tools	Requests to replace the lock nut to wing nut, purpose/ is to ease the process of tightening the lock NOTE: No target date	Production IE, Marco / Engineering
Process	Reminder to concerned operators of proper inspection on the position given target Date: 4/6/22 (morning meeting)	Prod. IE

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)	
[ ] Closed [ ] Still Open [ ] Re-Issue IRF		QA Supervisor Date:	QA Asst. Manager Date:	Line Leader Date:	Department Head Date:

PRODUCTION ACTION PLAN

KANEPACKAGE PHILIPPINE, INC.

ATTENDANCE SHEET

Submitted by: [illegible] Date: [illegible]

ACTIVITY: Morning Meeting

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1	Melvin	Ferrer	Prod.	
2	[illegible]	[illegible]	Prod	
3	[illegible]	[illegible]	Prod	
4	[illegible]	[illegible]	Prod	
5	[illegible]	[illegible]	Prod	
6	[illegible]	[illegible]	Prod	
7	Jay R	[illegible]	Prod	
8	John Louie	[illegible]	Prod	
9	[illegible]	[illegible]	Prod	
10	[illegible]	Española	Prod	
11	[illegible]	[illegible]	Prod	
12	Marco	Pesa	Prod	
13	[illegible]	[illegible]	Prod	
14	John Raven	Malawan	PROD	
15	[illegible]	[illegible]	Prod	
16	[illegible]	[illegible]	Prod	
17	Villar Joseph	[illegible]	Prod.	
18	Rolly	[illegible]	Prod.	
19	Kerrel John	[illegible]	Prod.	
20	[illegible]	[illegible]	Prod	

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ATTENDANCE SHEET

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
21	[illegible]	[illegible]	[illegible]	
22	[illegible]	[illegible]	Prod	
23	Carlos	[illegible]	Prod	
24	[illegible]	[illegible] Jr	Prod	
25	Janeth	Mendoza	Prod	
26	[illegible]	[illegible]	Prod	
27	[illegible]	[illegible]	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:

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 Costudian 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 invistigation 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: