5M + 1 REVIEW

FACTORS	DETAILS
MAN	NO CHANGES
MACHINE	NO CHANGES
METHOD	Did not perform standard process of checking meltite level every 20 mins.
MATERIAL	NO CHANGES
MEASUREMENT	NO CHANGES
ENVIRONMENT	NO CHANGES

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: N/A Why 4: Why 5:	Why 1: Why 2: Why 3: N/A Why 4: Why 5:
Design / Toolings	Why 1: Why 2: N/A Why 3: Why 4: Why 5:	Why 1: Why 2: N/A Why 3: Why 4: Why 5:
Process / Material	Why 1: Double panel were due to feeding of same panels during process. Why 2: Feeding of same panels, were due to mix up of panels from "for rework items". >Items for rework were only placed near the folder area (see attached picture for reference) Why 3: Rework items were due to weak application of meltite to panels. Why 4: Weak application of meltite were due to insufficient supply of meltite, meltite were on low level. Why 5: Checking of level of meltite and glue for refilling every 20 mins was not perform.	Why 1: Why 2: N/A

FINAL CONCLUSION

OCCURRENCE ROOTCAUSE	OUTFLOW ROOTCAUSE
Feeding of same panels from rework process due to weak application of meltite.	

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

A. Sorting Result

	Location	Total Stock	NG	Total Good
RM	N/A			
WIP	N/A			
FG	N/A			

B. Orientation

Date	04/12/2022	Time	
Title	Reorientation of standard process; counter measures		
Attendees	Concerned operators, Process, Prod IE		

C. Reworking

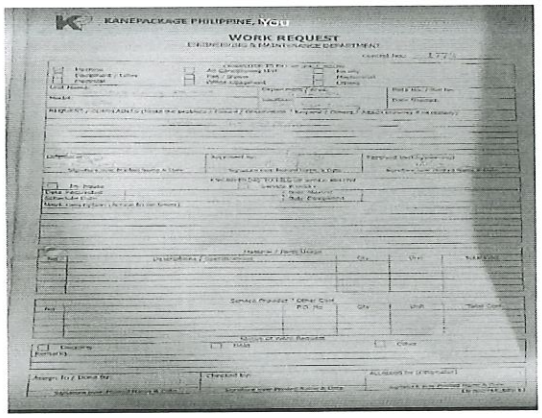
Rework Quantity	N/A
Total Good	N/A
Rework Percentage (Good)	N/A

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

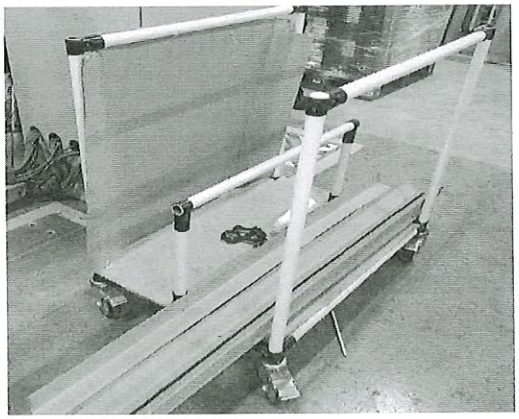
	Actions to be done to eliminate recurrence	Who / When
System	N/A	
Design / Tools	Install alarm system in machine. Machine 2 & 3 already installed with alarm. (see attacht photo for work request) Propose trolley for rework items. WIth panel A and B section. (see attached photo of sample reference) No target date yet.	Engineering
Process	N/A	

Date Conducted:_____ PIC:_____

Sample of for rework items with mix up panels

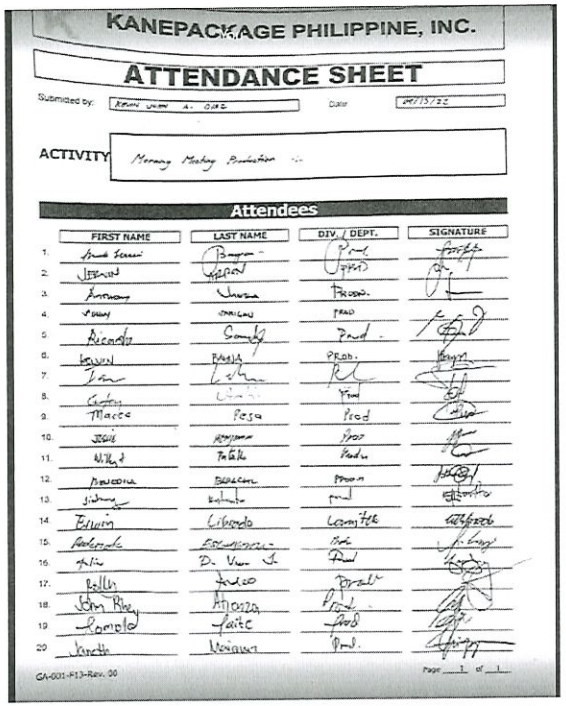


Work Request copy of alarm system.



Sample reference of propose trolley for rework items.

IRF- 04-0009 DOUBLE PANEL



KANEPACKAGE PHILIPPINE, INC.

ATTENDANCE SHEET

Submitted by: [illegible] Date: 04/15/22

ACTIVITY: Morning Meeting Production

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1.	[illegible]	[illegible]	[illegible]	[illegible]
2.	[illegible]	[illegible]	[illegible]	[illegible]
3.	[illegible]	[illegible]	[illegible]	[illegible]
4.	[illegible]	[illegible]	[illegible]	[illegible]
5.	[illegible]	[illegible]	[illegible]	[illegible]
6.	[illegible]	[illegible]	[illegible]	[illegible]
7.	[illegible]	[illegible]	[illegible]	[illegible]
8.	[illegible]	[illegible]	[illegible]	[illegible]
9.	[illegible]	[illegible]	[illegible]	[illegible]
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12.	[illegible]	[illegible]	[illegible]	[illegible]
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20	[illegible]	[illegible]	[illegible]	[illegible]

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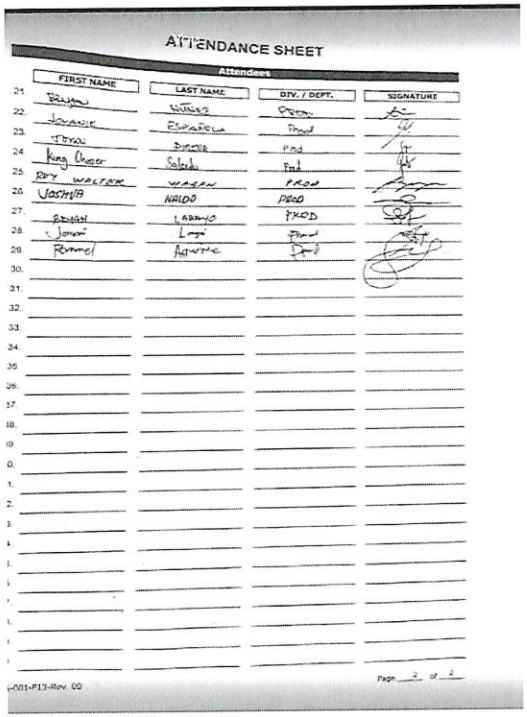

ATTENDANCE SHEET

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
21.	[illegible]	[illegible]	[illegible]	[illegible]
22.	[illegible]	[illegible]	[illegible]	[illegible]
23.	[illegible]	[illegible]	[illegible]	[illegible]
24.	[illegible]	[illegible]	[illegible]	[illegible]
25.	[illegible]	[illegible]	[illegible]	[illegible]
26.	[illegible]	[illegible]	[illegible]	[illegible]
27.	[illegible]	[illegible]	[illegible]	[illegible]
28.	[illegible]	[illegible]	[illegible]	[illegible]
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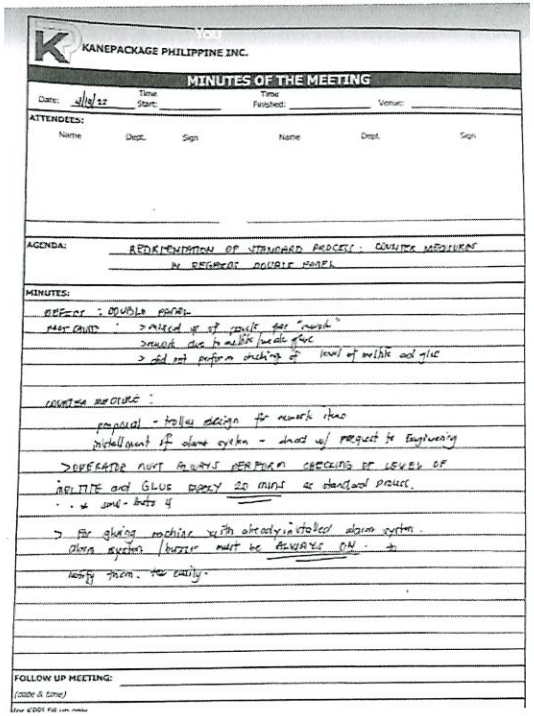


KANEPACKAGE PHILIPPINE INC.

MINUTES OF THE MEETING

Date: 4/14/22 Time Start: _____ Time Finished: _____ Venue: _____

ATTENDEES:

Name	Dept.	Sign	Name	Dept.	Sign

AGENDA: REIMPLEMENTATION OF STANDARD PROCESS : COUNTER MEASURES IN REJECT DOUBLE PANEL

MINUTES:

EFFECT : DOUBLE PANEL

MAIN CAUSE : > Failed to set point for "punch"
> Punch due to multiple needle drive
> did not perform checking of level of solvent and glue

COUNTER MEASURE :

Physical - trolley design for punch item
Installment of alarm system - shoot up request to Engineering

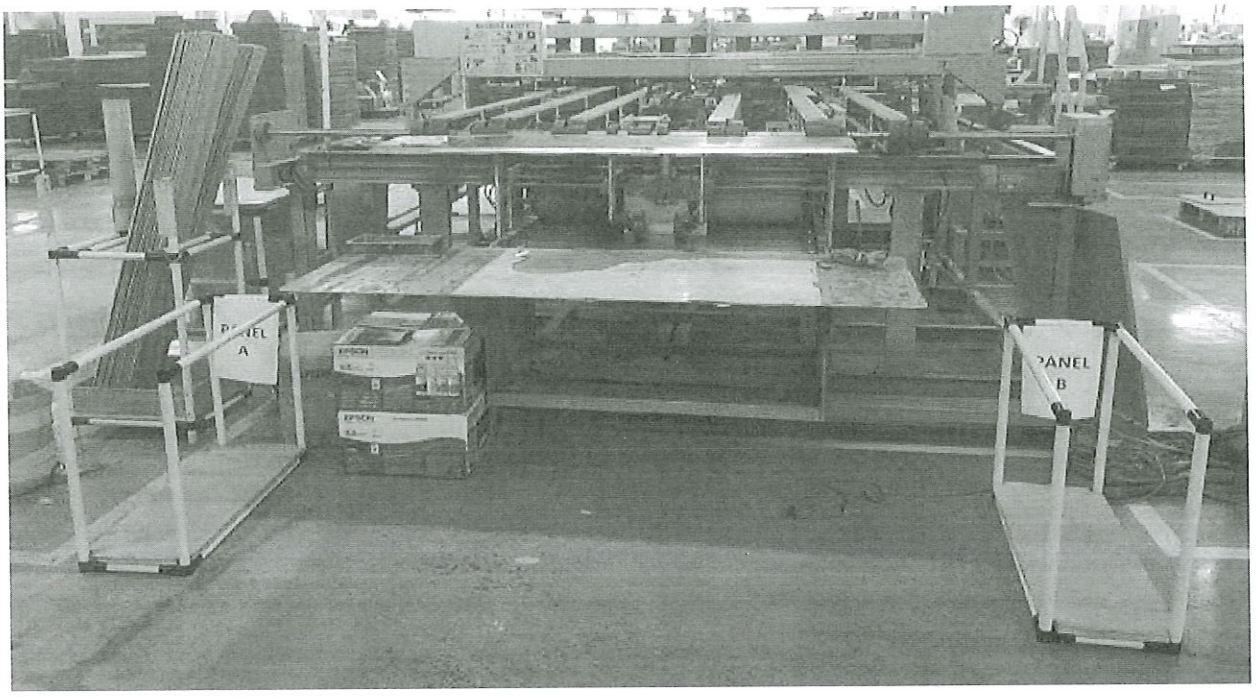
> OPERATOR MUST ALWAYS PERFORM CHECKING OF LEVEL OF SOLVENT and GLUE EVERY 20 mins as standard PROCESS.

> for gluing machine with already installed alarm system. Alarm system / buzzer must be ALWAYS ON.

Notify them. for safety.

FOLLOW UP MEETING: _____
(date & time)

Attendance and MOM of orientation of counter measures



Trolley for semi auto gluing

KANEPACKAGE PHILIPPINE, INC.

WORK REQUEST

ENGINEERING & MAINTENANCE DEPARTMENT

Control No.: 2352

ORIGINATOR TO FILL-UP SPACE BELOW

- [x] Machine
- [ ] Equipment / Lifter
- [ ] Electrical
- [ ] Air Conditioning Unit
- [ ] Fan / Blower
- [ ] Office Equipment
- [ ] Facility
- [ ] Mechanical
- [ ] Others

Unit Name: Semi Auto Gluing	Department / Area: Production	Plate No. / Ref No:
Model: UEDA	Location: SAGM 1, 2, 3 & 4	Date Needed:

REQUEST / COMPLAINTS (State the problem / Failure / Observation / Request / Others / Attach drawing if necessary)

Trolley for Rework items (4 pcs)

Originator:	Approved by:	Received by(Engineering):
Marco Pesa / 04-21-22	N. CEFEDA	JERICO GATUS 22 04 21
Signature over Printed Name & Date	Signature over Printed Name & Date	Signature over Printed Name & Date

ENGINEERING TO FILL-UP SPACE BELOW

- [ ] In- house
- [ ] Service Provider

Date Requested		Date Started	
Schedule Date		Date Completed	

Work Description (Action to be taken)

Done - 04 - 25 - 22

Material / Parts Usage

No	Descriptions / Specifications	Qty	Unit	Total Cost

Service Provider / Other Cost

No		P.O. No	Qty	Unit	Total Cost

Status of Work Request

- [ ] Ongoing
- [ ] Hold
- [ ] Other

Remarks:

Assign To / Done By:	Checked by:	Accepted by (Originator)
Signature over Printed Name & Date	Signature over Printed Name & Date	Signature over Printed Name & Date

EN-002-F68_REV. 01

Work request to engineering