

**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.: 405

Date Issued: 21 03 25

Customer: CANON

Item Code: RX1-4519-000

Item Description: Z10\_CARTON BOX

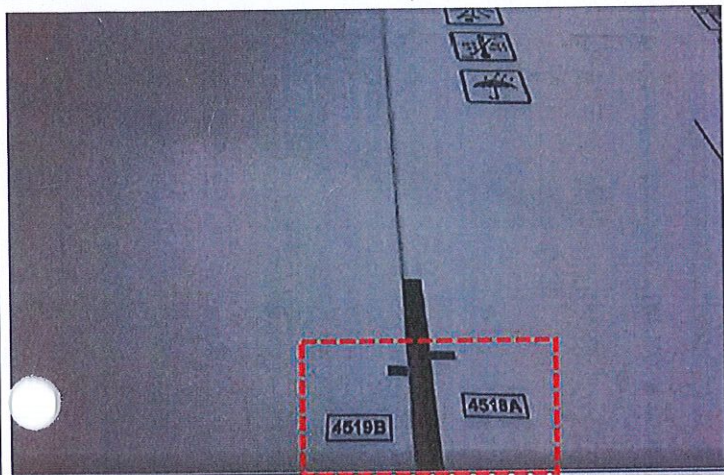
Job Order Number: JO-F-21-070-6

Attention To: Mr. Gerald De Guzman

Department: PRODUCTION

Date of Detection: 21 03 26

Section Detected: QA - IN LINE

**ILLUSTRATION OF THE PROBLEM**☒ Major☐ Minor

Lot Quantity (pcs.): 25

Reject Quantity (pcs.): 1

Reject Percentage: 4.00%

Nature of Defect:

MIXED PANEL

Requirement:

No mixed panel

Actual:

4519 &amp; 4518 adhered together

**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)  
Adrian Vergara  
QA-IE Staff  
Ms. Noemi Cepeda  
QA Supervisor  
Mr. Rexo Almario  
QA Asst. Manager  
Mr. Gerald De Guzman  
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: | N/A               | Why 3: | N/A               |
|                    | Why 4: |                   | Why 4: |                   |
|                    | Why 5: |                   | Why 5: |                   |
| Design / Toolings  | Why 1: |                   | Why 1: |                   |
|                    | Why 2: |                   | Why 2: |                   |
|                    | Why 3: | N/A               | Why 3: | N/A               |
|                    | Why 4: |                   | Why 4: |                   |
|                    | Why 5: |                   | Why 5: |                   |
| Process / Material | Why 1: |                   | Why 1: |                   |
|                    | Why 2: |                   | Why 2: |                   |
|                    | Why 3: | PLS. SEE ATTACHED | Why 3: | PLS. SEE ATTACHED |
|                    | Why 4: |                   | Why 4: |                   |
|                    | Why 5: |                   | Why 5: |                   |



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**INVESTIGATION REPORT FORM (IRF)****FINAL CONCLUSION****OCCURRENCE ROOTCAUSE**

- OPERATOR ACCIDENTALLY PLACED  
 THE EXCESS PANEL-A OF 4518 TO 4519

**OUTFLOW ROOTCAUSE**

- OPERATOR DID NOT CHECK THE  
 POCKET MARK IN THE GLUE TAB

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  | N/A      |             |    |            |
| WIP | N/A      |             |    |            |
| FG  | N/A      |             |    |            |

**Actions to be done to eliminate recurrence****Who / When****System**

N/A

**Design / Tools**

N/A

**Process**

PLS. SEE ATTACHED

**B. Orientation**

|           |     |      |     |
|-----------|-----|------|-----|
| Date      | N/A | Time | N/A |
| Title     | N/A |      |     |
| Attendees | N/A |      |     |

**C. Reworking**

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

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

Date Conducted: 21 03 2018

PIC: A. Vergara

**Identified Rootcause**

4518 Panel A mixed in 4519 Panel A. Because the  
 operator 4518 placed mistakenly

**Recommendation****III. CORRECTIVE ACTION VERIFICATION (To be filled out by QA In-charge)**

|                            | Checked by | Date     | Implemented?   | Remarks             |
|----------------------------|------------|----------|----------------|---------------------|
| 1st Verification of Action | A. Vergara | 21 04 06 | [X] Yes [ ] No | C.A. is implemented |
| 2nd Verification of Action |            |          | [ ] Yes [ ] No |                     |
| 3rd Verification of Action |            |          | [ ] Yes [ ] No |                     |
| Effectiveness of Action    | A. Vergara | 21 10 18 | [X] Yes [ ] No | C.A. is effective   |

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 checked="" type="checkbox"/> Closed |          |                  |   |
| <input type="checkbox"/> Still Open        |          |                  |   |
| <input type="checkbox"/> Re-Issue IRF      |          |                  |   |
| QA Supervisor                              |          | QA Asst. Manager | Line Leader                                       |
| Date: 21 10 18                             |          | Date: 21 10 18   | Date: 21 10 18                                    |

DATE AND SIGNATURE

21 10 18



# INVESTIGATION REPORT FOR MIXED PANEL OF CBMP RX1-4519-000 Z10 CARTON BOX.

|   |  |
|---|--|
| <b>DIRECT CAUSE</b><br>PROCESS/MATERIAL | W1- Based on the timeline process in Conveyor-2 they conduct partial process of 4518 & 4519.                               |
|   | W2- Possible that due to partial process in Gluing the excess 4518 Panel-A placed in 4519 Panel-A. that caused Mixed Panel |

| PROCESS TIMELINE |  |  |
|------------------|--|--|
| PROCESS          | 4518   | 4519   |
| EQOS PROCESS     | MARCH 19, 2021<br>PANEL-A = 1,218pcs<br>PANEL-B = 1,215pcs | MARCH 22, 2021<br>PANEL-A = 160pcs<br>PANEL-B = 160pcs |
| DIECUT S1700     | MARCH 20, 2021<br>PANEL-A = 1,218pcs<br>PANEL-B = 1,215pcs | MARCH 22, 2021<br>PANEL-A = 160pcs<br>PANEL-B = 160pcs |
| DETACHING        | MARCH 20, 2021<br>PANEL-A = 1,218pcs<br>PANEL-B = 1,215pcs | MARCH 22, 2021<br>PANEL-A = 160pcs<br>PANEL-B = 160pcs |
| COVEYOR-2        | MARCH 22, 2021<br>700pcs                                   | MARCH 23, 2021<br>25pcs                                |
|                  | MARCH 25, 2021<br>345pcs                                   | MARCH 25, 2021<br>129PCS                               |


|   |  |
|---|--|
| <b>INDIRECT CAUSE (OUTFLOW)</b><br>PROCESS/MATERIAL | W1- Due to only 25pcs JO qty possible the operator got confident and did not check the pokayoke mark in the glue tab upon application of glue that caused of outflow |
|---|--|

## PRODUCTION CORRECTIVE ACTION

- Issue Production Outflow Notification and Countermeasure to concern operator.
- Re-orient the (WI-PR-004-018) Work and Safety Instruction for Manual Gluing of Canon Carton Box and (PM-PR-007) Production Line Clearance Prcedure.

|      |            |              |        |
|------|------------|--------------|--------|
| PIC: | PRODUCTION | TARGET DATE: | 210331 |
|------|------------|--------------|--------|

PREPARED BY:

  
**GERALD DE GUZMAN**  
PROD ASST. SUPERVISOR

APPROVED BY:

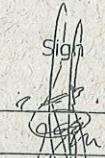
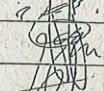
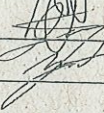
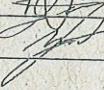
**WEENA V. APALLA**  
SR. SUPERVISOR





KANEPACKAGE PHILIPPINE INC.

**MINUTES OF THE MEETING**Date: 210406Time  
Start: 0940HTime  
Finished: 0945HVenue: GLUING AREA**ATTENDEES:**

| Name               | Section | Sign  | Name | Section | Sign |
|--------------------|---------|---|------|---------|------|
| JUNNEL DELA        | Prod'n  |  |      |         |      |
| (Colm) Dr. Geron   | II      |  |      |         |      |
| DJ Martin Sabonido | Prod    |  |      |         |      |
| RONALD TAMBAGO     |         |  |      |         |      |
|                    |         |   |      |         |      |
|                    |         |   |      |         |      |
|                    |         |   |      |         |      |
|                    |         |   |      |         |      |
|                    |         |   |      |         |      |

**AGENDA:****ORIENTATION REGARDING DOUBLE PANEL OF CBMP RX1-4516 AND  
MIXED PANEL OF RX1-4519 Z10 CARTON****MINUTES:**page 1 of 1**ROOTCAUSE:**

Operator did not check the identification mark on the glue tab

**CORRECTIVE ACTION:**

Based on WI-PR-004-018 Work and Safety Instruction for Manual Gluing of Canon Carton Box for 4.1.2.1 sort each panel (A and B) separately by checking the identification mark on glue tab and the code to avoid mixed-up.

Check first the identification mark (POKAYOKE) on glue tab before the application of glue.

If the qty requirement in JO is finished, all excess part must be subject to dispose to avoid mixed up to other item.

**FOLLOW UP MEETING:**

(date &amp; time)

for KPPI fill up only

Prepared by:

GERALD DE GUZMAN

Reviewed by:

W. J. APRIK

Noted by: