

**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

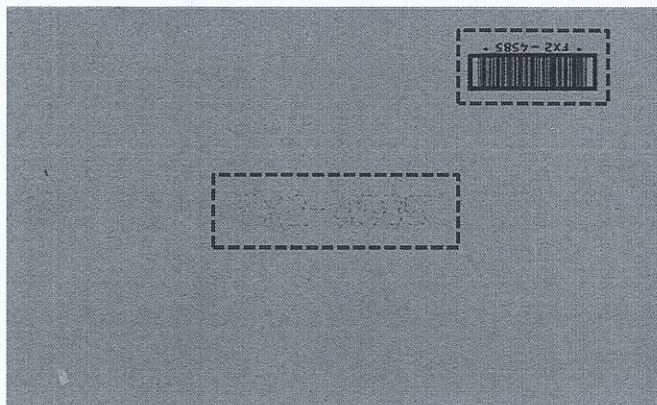
**INVESTIGATION REPORT FORM (IRF)**☒ Inhouse Detection☐ Customer Claim

Control No.: 416

Date Issued: 21 04 23

Customer	CANON	Attention To	Ms. Weena Apalla
Item Code	FX2-4585-000	Department	PRODUCTION
Item Description	Z10 BACK UP SHEET	Date of Detection	21 04 22
Job Order Number	JO-F-21-084-3	Section Detected	QA - SCREENING

## ILLUSTRATION OF THE PROBLEM

☒ Major ☐ Minor

Lot Quantity (pcs.)	Reject Quantity (pcs.)	Reject Percentage
9900	709	7.16%

Nature of Defect:

INVERTED DIE CUT

Requirement:

Print and perforation should be in same position

Actual:

Print and perforation is in opposite direction

NO. OF OCCURRENCE	DISPOSITION	AREA OF OCCURRENCE / ORIGIN		CONTENT
<input checked="" type="checkbox"/> First <input type="checkbox"/> Recurrence No.: _____ Date: _____	<input type="checkbox"/> Hold <input type="checkbox"/> Special Acceptance <input type="checkbox"/> For Rework <input checked="" type="checkbox"/> Reject / Disposal	<input type="checkbox"/> Slotter <input type="checkbox"/> EQOS <input checked="" type="checkbox"/> Diecut <input type="checkbox"/> Detaching	<input type="checkbox"/> Gluing <input type="checkbox"/> Vertical <input type="checkbox"/> Others: _____	<input type="checkbox"/> Material <input type="checkbox"/> Dimension <input checked="" type="checkbox"/> Appearance <input type="checkbox"/> Process / Method
Issued by  Adrian Vergara QA-IE Staff	Checked by  Mr. Roderick Ramos QA Supervisor	Approved by  Mr. Rexel Almario QA Asst. Manager	Received by (Receiving Section)  Ms. Weena Apalla 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:	N/A	Why 1:	N/A
	Why 2:		Why 2:	
	Why 3:		Why 3:	
	Why 4:		Why 4:	
	Why 5:		Why 5:	
Design / Toolings	Why 1:	N/A	Why 1:	N/A
	Why 2:		Why 2:	
	Why 3:		Why 3:	
	Why 4:		Why 4:	
	Why 5:		Why 5:	
Process / Material	Why 1:	See attached	Why 1:	See attached
	Why 2:		Why 2:	
	Why 3:		Why 3:	
	Why 4:		Why 4:	
	Why 5:		Why 5:	



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

Wrong orientation of die cut blade.

**OUTFLOW ROOTCAUSE**

The operator focused on the print alignment

**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

See attached

**B. Orientation**

Date		Time	
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 04 26

PIC: A. Vergara

**Identified Rootcause****Recommendation**

Wrong feeding of materials in the machine. The material orientation & Blade orientation is not the same. Die cut blade installed inside of the machine in reversed position. Because the wood cut by 10mm.

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

	Checked by	Date	Implemented?	Remarks
1st Verification of Action	A. Vergara	21 05 03	[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 06 26	[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**

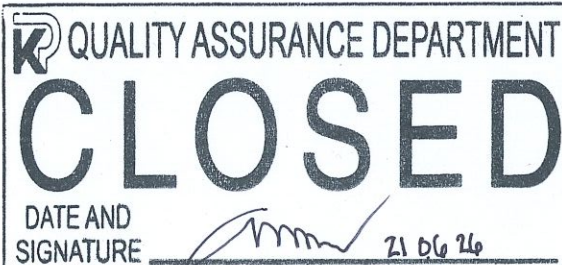
Status:	Remarks:	Approved by:	Process Owner Acknowledgment: (Receiving Section)
<input checked="" type="checkbox"/> Closed			
<input type="checkbox"/> Still Open			
<input type="checkbox"/> Re-Issue IRF			

Date: 21 06 26

Date: 21 06 26

Date: 21 06 26

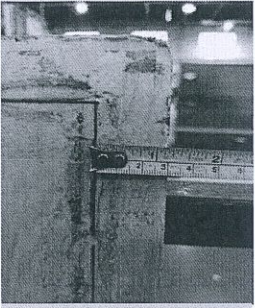
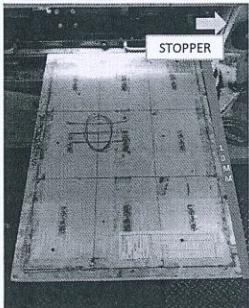

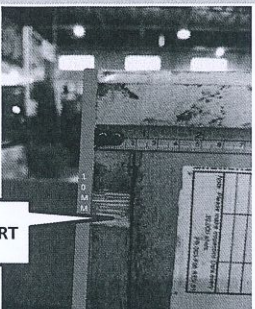
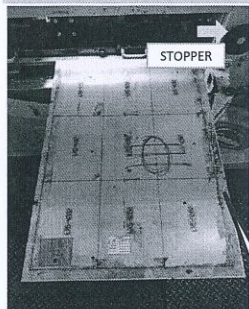
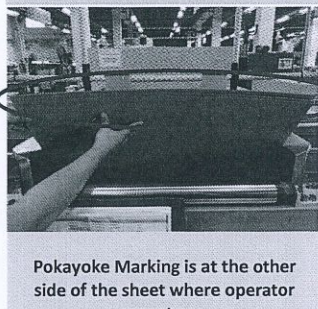
Date: 21 06 26





## INVESTIGATION REPORT FOR INVERTED DIECUT

<b>ROOT CAUSE PROCESS/MATERIAL</b>	<b>W1-</b> Wrong feeding orientation.
	<b>W2-</b> During trouble in Diecut S1700, process of this item was transferred in Eterna. For the blade to fit in Eterna especially in gripper, wood was cut by 10mm.
	<b>W3-</b> Due to the cut being made, Diecut operator changed the set-up orientation of the blade because it might hit the stopper as well as the feeding orientation of materials, wherein confusion happens due to pokayoke markings on the sheets.

WITHOUT CUTTING		
<b>SCRAP DIMENSION</b>  The scrap both side is 30mm.	<b>ORIENTATION OF BLADE</b>  The normal set-up of blade where the cutted wood is at stopper side.	<b>FEEDING ORIENTATION</b>  Pokayoke Marking is visible.
AFTER CUTTING		
<b>SCRAP DIMENSION</b>  The scrap cut by 10mm. From 30mm to 20mm.	<b>ORIENTATION OF BLADE</b>  The new set-up of blade where the wood not being cut is at stopper side.	<b>FEEDING ORIENTATION</b>  Pokayoke Marking is at the other side of the sheet where operator cannot see.

### PRODUCTION IMMEDIATE ACTION

- >Permanently transfer the CBMP FX2-4585-000 in Eterna because it has already the set up in Eterna to avoid wrong feeding orientation and also item has big quantity per process.
- >Coordinate to Planning for changing the process in BOM from Diecut S1700 to Eterna process.

<b>PIC:</b>	PRODUCTION	<b>TARGET DATE:</b>	210427 (DONE)
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### PRODUCTION CORRECTIVE ACTION

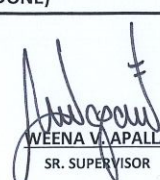
- >Orient Eterna operators to coordinate Leaders and Diecut S1700 operators before cutting of dieblade wood to discuss which side of blade should be cut.
  - >>Put sticker as indication that wood was cut with signature of Leaders and operators (S1700 and Eterna).
- >Position of the Pokayoke Marking on the cyrel should be changed once wood will be cut and pokayoke marking will be affected.
  - >>Request for cyrel re-layout for traceability.
  - >>Coordinate to EQOS operators regarding the position of Pokayoke Marking on the cyrel.

<b>PIC:</b>	PRODUCTION	<b>TARGET DATE:</b>	210427 (DONE)
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PREPARED BY:

  
**JUDY ANN SARMIENTO**  
 PROD STAFF

APPROVED BY:

  
**WEENA V. APALLA**  
 SR. SUPERVISOR



# UPDATES:

## BEFORE

Manufacturing Process	
1	6
EQOS	QA BUNDLE
2	7
DIECUT S1700	
3	8
DETACHING 1	
4	9
LOT NUMBERING	
5	10
SCREENING	

## AFTER

Manufacturing Process	
1	6
EQOS	QA BUNDLE
2	7
DIECUT ETERNA	
3	8
DETACHING 1	
4	9
LOT NUMBERING	
5	10
SCREENING	





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## PROCEDURE MANUAL

TITLE:	CONTROL NUMBER:	PAGE NUMBER:
PRODUCTION TOOLS CONTROL	PM-PR-003	4 of 10

### 1.0 Objectives

- 1.1 To establish a system to be able to control our production tools such as diecut blades, cyrels, and silkscreens when there are revisions, phased out, damaged or worn out, and the stages where it will go through if it is new.
- 1.2 To provide guidelines on how to store and check production tools before and after its use and how to prepare diecut blades and cyrels (rubber die) before its mass production.

### 2.0 Applicable Documented Information

- |     |  |      |   |
|-----|--|------|---|
| 2.1 | Procedure for Machine Operations (PM-PR-002)                             | 2.8  | Production Cyrel Inspection Data (PR-003-F07)           |
| 2.2 | Procedure for Acquisition of Blade, Checking and Endorsement (PM-DT-005) | 2.9  | Request for Transfer of Tooling (PR-003-F08)            |
| 2.3 | Silkscreen Lifespan Monitoring Sheet (PR-003-F02)                        | 2.10 | Request for Tooling Re-Layout (PR-003-F09)              |
| 2.4 | Die Blade and Cyrel Disposal Permit Form (PR-003-F03)                    | 2.11 | Production Accountability Form (PR-003-F10)             |
| 2.5 | Production Blade Inspection Data (PR-003-F04)                            | 2.12 | Production Tools Accountability Monitoring (PR-003-F11) |
| 2.6 | Cyrel Monitoring Card (PR-003-F05)                                       | 2.13 | Issuance of Toolings (WI-PR-003-001)                    |
| 2.7 | Diecut Sticker (PR-003-F06)  | 2.14 | Purchase Request (MP-003-F02)                           |
|     |  | 2.15 | Daily Toolings Issuance Checksheet (PR-003-F12)         |
|     |  | 2.16 | Trimmed Dieblade Sticker (PR-003-F13)                   |



### 3.0 Definition of Terms

- 3.1 Diecut Blade - a tool made of a wooden mold with mounted steel blades, creasers and perforators used in die cut machine operations.
- 3.2 Cyrel - a hydrocarbon which can be reformed in a mould specifically for printing purposes this is also known as rubber die.
- 3.3 Toolings - pertains to either diecut blade, cyrel or silkscreen.

### 4.0 Risks and Opportunities Identification Evaluation

- 4.1 Revisit, review and update potential risks and opportunities associated with the identified process(s) as applicable.

### 5.0 Procedure

#### 5.1 Receiving of Production Tools

Flow	Details	Person-In-Charge	Reference Documented Information
	<p>5.1.1 Receive the diecut blades, cyrels and silkscreen upon arrival and forward it to ME Department for inspection.</p> <p>5.1.2 Forward the tooling(s) to Design and Technology Department for checking against the drawing.</p> <p>5.1.3 Endorse the tooling(s) to Production Tooling Custodian (if for in-house) or Purchasing (if for external provider) using logbook.</p> <p>5.1.4 Transfer the tooling(s) to external provider.</p>	<p>Warehouse Assistant ME Department</p> <p>ME Department</p> <p>Design Staff Tooling Custodian Purchasing</p>	<p>Logbook</p> <div> Issued by  Date 210608</div>

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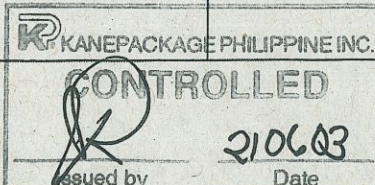


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**PROCEDURE MANUAL****TITLE:****PRODUCTION TOOLS CONTROL****CONTROL NUMBER:****PM-PR-003****PAGE NUMBER:****5 of 10****5.2 Diecut Blades Control**

Flow	Details	Person-In-Charge	Reference Documented Information
<pre>graph TD     Start([Start]) --&gt; Prepare[Prepare the diecut blade]     Prepare --&gt; Issue[Issue diecut blade as per request]     Issue --&gt; Decision1{Diecut wood needs to be cut?}     Decision1 -- No --&gt; Issue     Decision1 -- Yes --&gt; Coordinate[Coordinate to Leader and Diecut S1700 Operator]     Coordinate --&gt; Decision2{Pokayoke on cyrel affected?}     Decision2 -- No --&gt; Issue     Decision2 -- Yes --&gt; Request[Request for cyrel re-layout]     Request --&gt; Attach[Attach Trimmed Dieblade Sticker]     Attach --&gt; Update[Update diecut sticker]     Update --&gt; Check[Check die blade's performance]     Check --&gt; End([End])</pre>	<p>5.2.1 A rubber sponge and/or slot sponge shall be placed on a diecut blade then put a backing film and tape at the back side before using. Diecut Sticker should also be attached for shots monitoring.</p> <p>5.2.2 Locate and pull out the needed diecut blade on the corresponding rack location. Follow work instruction on Issuance of Toolings. Check the actual diecut blade using the Daily Toolings Issuance Checksheet.</p> <p>5.2.3 <i>In the event that the diecut wood needs to be cut by Eterna operator, coordinate to Leader and Diecut S1700 operator to identify which side of the blade should be cut.</i></p> <p>5.2.4 <i>Request for cyrel re-layout once the pokayoke markings the item is affected after the diecut wood was trimmed. Proceed to 5.8 Tooling Re-Layout and Transfer.</i></p> <p>5.2.5 <i>Attach "Trimmed Dieblade Sticker" for blades with cut wood. The sticker shall be signed by Diecut S1700, Eterna Operators, and Leader-in-charge.</i></p> <p>5.2.6 Update the Diecut sticker with the total number of shots made each running to monitor the diecut blade's performance and quality.</p> <p>5.2.7 If the blade reached 30,000 shots with +/- 10,000 shots tolerance, conduct an inspection to check the diecut blade's performance, status and actual cutting before putting it back to the rack.</p>	<p>Tooling Custodian</p> <p>Tooling Custodian</p> <p><i>Eterna Operator Production Leader Diecut S1700 Operator</i></p> <p><i>Leader-in-charge</i></p> <p><i>Eterna Operator S1700 Operator Production Leader</i></p> <p>Production Operator</p> <p>Tooling Custodian</p>	<p>Diecut Sticker (PR-003-F06)</p> <p>Issuance of Toolings (WI-PR-003-001) Daily Toolings Issuance Checksheet (PR-003-F12)</p> <p><i>Request for Tooling Re-Layout (PR-003-F09)</i></p> <p><i>Trimmed Dieblade Sticker (PR-003-F13)</i></p> <p>Diecut Sticker (PR-003-F06)</p> <p>Production Blade Inspection Data (PR-003-F04)</p>



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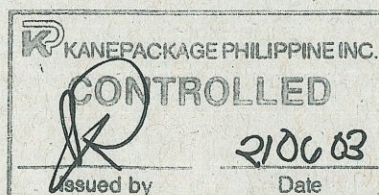
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**PROCEDURE MANUAL**

TITLE:	CONTROL NUMBER:	PAGE NUMBER:
<b>PRODUCTION TOOLS CONTROL</b>	<b>PM-PR-003</b>	<b>6 of 10</b>

## 5.3 Cyrels Control

Flow	Details	Person-In-Charge	Reference Documented Information
	5.3.1 Cyrel shall be cut and laid out on a plastic film in reference to the drawing	Tooling Custodian	Drawing
	5.3.2 Conduct initial trial run to ensure compliance to customer and drawing requirements. If the ME/QA Inspector accepts the initial trial run, commence with the mass production. <i>Note: Borrowing of cyrel from other items with common parts is strictly not allowed.</i>	Production ME/ QA Inspector	Job Order Drawing
	5.3.3 Locate and pull out the needed cyrel on the corresponding rack location. Follow work instruction on Issuance of Toolings. Check the actual cyrel using the Daily Toolings Issuance Checksheet.	Tooling Custodian	Issuance of Toolings (WI-PR-003-001) Daily Toolings Issuance Checksheet (PR-003-F12)
	5.3.4 Update the Cyrel Monitoring Card with the total number of sheets printed each running to monitor the cyrel's performance and quality.	Tooling Custodian	Cyrel Monitoring Card (PR-003-F05)
	5.3.5 Cyrel's quality and completeness shall be checked carefully before endorsing to Tooling Section	EQOS Operator	
	5.3.6 Cyrel must be cleaned/ washed after each process. It shall be done on the shower board and be hanged on the rack to dry.	EQOS Operator	
	5.3.7 Check the cyrel condition after 100,000 sheets. If OK next is 150,000 sheets. If OK next is 180,000 sheets and if still OK next is 200,000 sheets. Once found that there is blunt or worn-out cyrel, immediately request for replacement.	Tooling Custodian	Cyrel Monitoring Card (PR-003-F05) Production Cyrel Inspection Data (PR-003-F07)



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# ATTENDANCE SHEET

Submitted by:

J. Camiento, G. De Guzman

Date:

2106/4

ACTIVITY PH-PR-003- PRODUCTION TOOLS CONTROL

## Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1	DARWIN	MANGABAT	PROD'A	
2	NINO Ruben	BERTIZ	PROD	
3	ERNESTO	BAUTISTA	ETERNA	
4	SEGUNDO	BUNO	ETERNA	S/Buno
5	Ham	CLAYO	ETERNA	
6	Ron Jerick	Opeña	Prod.	Opeña.
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