

**KANEPACKAGE PHILIPPINE INC.**

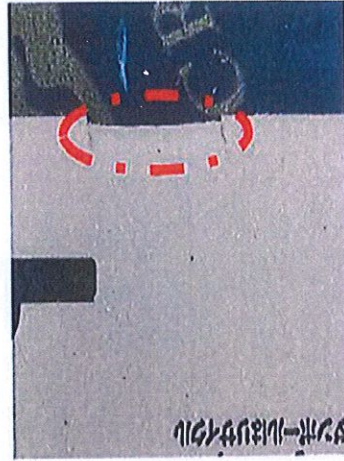
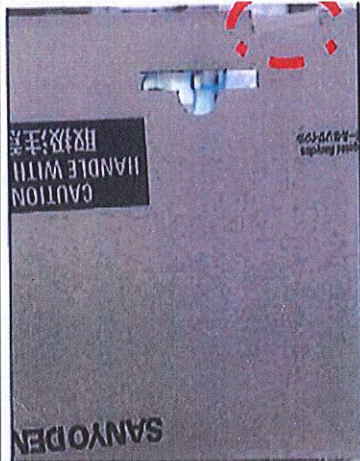
No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna
Telephone No. (049) 545-7166 to 69
Fax No. (049) 545-6302

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

Control No.: 417

Date Issued: 21 04 26

Customer	SANYO DENKI	Attention To	Ms. Weena Apalla
Item Code	00902010-01	Department	PRD
Item Description	PRINT SPECIFICATION	Date of Detection	21 04 24
Job Order Number	JO21-M-00463-54	Section Detected	QA - SCREENING

ILLUSTRATION OF THE PROBLEM☐ Major☒ Minor

Lot Quantity (pcs.)	Reject Quantity (pcs.)	Reject Percentage
2000	156	7.80% 128.00%

Nature of Defect:

TEAR OFF

Requirement:

No Tear on the lid

Actual:

W/ Tear off on the lid

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 Adrian Vergara QA-IE Staff	Checked by Mr. Roderick Ramos QA Supervisor	Approved by Mr. Rexel Almaria QA Asst. Manager	Received by (Receiving Section) Ms. Weena Apalla Head Supervisor
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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: Why 3: N/A Why 4: Why 5:	Why 1: Why 2: Why 3: N/A Why 4: Why 5:
Process / Material	Why 1: Why 2: Why 3: See attached Why 4: Why 5:	Why 1: Why 2: Why 3: See attached Why 4: Why 5:

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

The WIP collided on the stopper

OUTFLOW ROOTCAUSE

The tear off on the lid was not noticed

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		Actions to be done to eliminate recurrence	Who / When
RM	N/A				System	N/A	
WIP	N/A						
FG	N/A						

B. Orientation

Date	N/A	Time	N/A	Design / Tools	N/A
Title	N/A				
Attendees	N/A				

C. Reworking

Rework Quantity	N/A	Process	See attached
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 08

PIC: A. Vergara

Identified Rootcause**Recommendation**

> The WIP collided on the stopper because the clearance between the stopper & machine belt is narrow

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 14	☒ Yes ☐ No	C.A. is implemented
2nd Verification of Action			☐ Yes ☐ No	
3rd Verification of Action			☐ Yes ☐ No	
Effectiveness of Action	A. Vergara	21 07 08	☒ 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: ☒ Closed ☐ Still Open ☐ Re-Issue IRF	Remarks:	Approved by:	Process Owner Acknowledgment: (Receiving Section)	
QA Supervisor		QA Asst. Manager	IRISH MAY L. ESTAREJA Line Leader	Department Head
Date: 21 07 08		Date: 21 07 08	Date: 21 07 08	Date: 21 07 08

DATE AND SIGNATURE

21 07 08

INVESTIGATION REPORT FOR TEAR OFF OF SANYO DENKI 00902010-01

DIRECT CAUSE PROCESS/MATERIAL	W1- Wrong set up of stopper.
	W2- Due to the stopper in the right side was set up in the upper portion of the item where it has hole and the clearance of the stopper from the belt is too tight.
	W3- Due to the type of material used which is B flute that is quite sensitive and soft.



Set-up of stopper is at the back part of the box



Set-up of stopper should be at the side part of the box.



INDIRECT CAUSE (OUTFLOW) PROCESS/MATERIAL	W1- Operator did not notice the occurrence since it was positioned on the lower part of the item when gluing.
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PRODUCTION CORRECTIVE ACTION

- > Make a standard set-up of stopper for die cutted items.
- > Standardized the height of the stopper considering the thickness or the flute type of material being used.

PIC:	PRODUCTION	TARGET DATE:	210430
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PREPARED BY:

LEI ANN MARIE AVILES
PROD IE

APPROVED BY:

WEENA V. APALLA
SR. SUPERVISOR



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WORK INSTRUCTION MANUAL

DATE OF EFFECTIVENESS
21 05 12

PAGE
1 OF 3

TITLE

WORK AND SAFETY INSTRUCTION FOR DOUBLE SIDED GLUE (SD 1800) MACHINE

CONTROL NUMBER

WI-PR-002-041

REVISION NUMBER

01

PREPARED BY

Lei Ann Marie Aviles

CHECKED BY

Weena Apalla

APPROVED BY

Jennifer Gallos

A. PPE REQUIREMENT

- 1) Safety Shoes
- 2) Mask

B. GENERAL SAFETY REQUIREMENT

- 1) Make sure that the machine is "turned off" before doing cleaning or maintenance.
- 2) Know the emergency stop button.
- 3) Report any incident, accident, or near miss.
- 4) Observe proper hygiene during break time and after work.
- 5) Make sure to wear required PPE's while in operation.
- 6) MSDS of chemical must be posted in the area/storage.

C. IN CASE OF EMERGENCY

- 1) In case of emergency, immediately press the "emergency stop" button.
- 2) Immediately inform supervisor.

D. ENVIRONMENT

- 1) Always follow the waste segregation scheme (corrugated, plastic, eperan, hazardous).
- 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.
- 3) Make sure the glue storage/being used in process has a secondary containment pan to prevent possible spillage in the area.

1. Perform checking at the start of the shift using Daily Machine Checksheet then sign it. Check the Job Order.

Gawin ang Pang-araw-araw na Pag-check ng Makina sa simula at tiyaking punan ang checksheet at lagdaan ito.

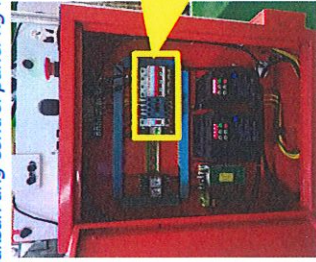
3. Check the Job Order. The Job Order contains information of customer's name, the item description, the quantity and delivery date. It also includes the type and quantity of the materials to be used in production.

I-check ang Job Order. Dito nakalagay ang customer, item, dami ng item, petsa kung kailan idedeliber and item. Nakalagay din dito ang bilang at klase ng materyales na gagamitin.

A. MACHINE SETUP

3. TURN ON the circuit breaker.
Buksan ang Circuit breaker

4. Turn on the control panel of the machine.
Buksan ang control panel ng makina.

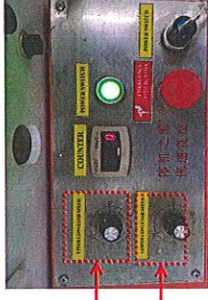
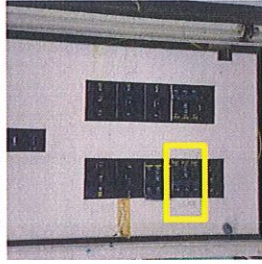
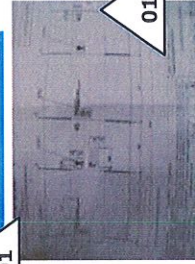


5. Turn the key on and press the green button to power on the machine.
Phitin ang Key-on at pindutin ang berdeng pindutan upang mabuhay ang makina.

Power button and key on/off



01



Paper Feeding Speed (upper conveyor)

Pressing Speed Regulation (lower conveyor)

6. Put one piece of the item to be processed into the feeder unit and set up the height of the feeder stopper by placing steel guide above the material to be processed. Then align the rubber belt (bottom) and gluing conveyor roller to tighten the grip of the item for less movement.

Mag lagay ng isang pirasong materyales na ipoproso sa feeder unit at i-setup ang taas ng feeder stopper sa pamamagitan ng paglalagay ng steel guide sa ibabaw ng materyales. Pagkatapos ay iayos ang rubber belt (ilalim) at ang gluing conveyor roller upang kumapit ang materyales para sa mas kaunting pag galaw.



Steel guide



Feeder Guide

Feeder

Rubber Belt

Conveyor

Note:

1. Do not align the feeder guide to the feeder rubber belt to avoid damaging the rubber belt.
2. Make sure the rod cover is in place to prevent the operator from being hit/ struck to rod.

Tandaan:

1. Huwag ipantay ang feeder guide sa feeder rubber belt upang maiwasan na masira ang rubber belt.
2. Siguraduhin na ang rod cover ay nakaayos upang maiwasan na matamaan ang operator.