

**KANEPACKAGE PHILIPPINE INC.**

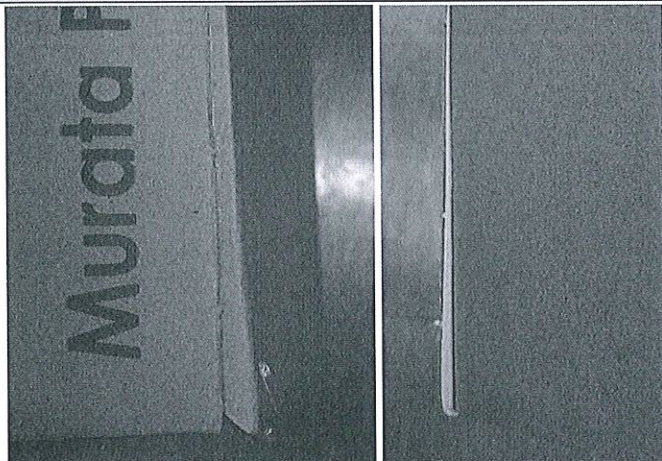
No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna
Telephone No. (049) 545-7166 to 69
Fax No. (049) 545-6302

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

Control No.: 479

Date Issued: 21 10 26

Customer	KOWA-EMORI	Attention To	Mr. Gerald De Guzman
Item Code	HP01D2000	Department	PRODUCTION
Item Description	CARTON BOX	Date of Detection	21 10 25
Job Order Number	JO21-M-01629-81	Section Detected	QA - SCREENING

ILLUSTRATION OF THE PROBLEM☐ Major☒ Minor

Lot Quantity (pcs.)	Reject Quantity (pcs.)	Reject Percentage
6000	68	1.13%

Nature of Defect:

MISALIGN GLUING

Requirement:

Gluing on the glue tab should be aligned

Actual:

Gluing on the glue tab is not aligned

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 type="checkbox"/> Diecut <input type="checkbox"/> Detaching <input checked="" 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 Almarico QA Asst. Manager	Received by (Receiving Section) Mr. Gerald De Guzman Head / Supervisor 21/10/26

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:	PLS. SEE ATTACHED	Why 1:	PLS. 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****OUTFLOW ROOTCAUSE**

- NEW CROSS TRAIN OPERATOR IS
UNDER FAMILIARIZATION OF THE PROCESS

- ONLY SAMPLING CHECKING IS
CONDUCTED

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

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

System

N/A

B. Orientation

Design /
Tools

N/A

Date	21 11 09	Time	12:45 - 12:50
Title	ORIENTATION REGARDING MISALIGN GLUING OF EMORI HPD1D2000 & HPD1D2200 CARTON BOX		
Attendees	SD1800 OPERATORS		

C. Reworking

Process

PLS. SEE ATTACHED

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 10 27 PIC: A. Vergara

Identified Rootcause**Recommendation**

The operator failed to align the glue tab of the
box since its training is not yet finished.

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

	Checked by	Date	Implemented?	Remarks
1st Verification of Action	A. Vergara	21 11 09	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C.A. is implemented
2nd Verification of Action			<input type="checkbox"/> Yes <input type="checkbox"/> No	
3rd Verification of Action			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Effectiveness of Action	A. Vergara	21 10 28	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Date: 21 10 28	 IRISH MAY L. ESTARCEJA Line Leader Date: 21 10 28 Department Head Date: 21 10 28

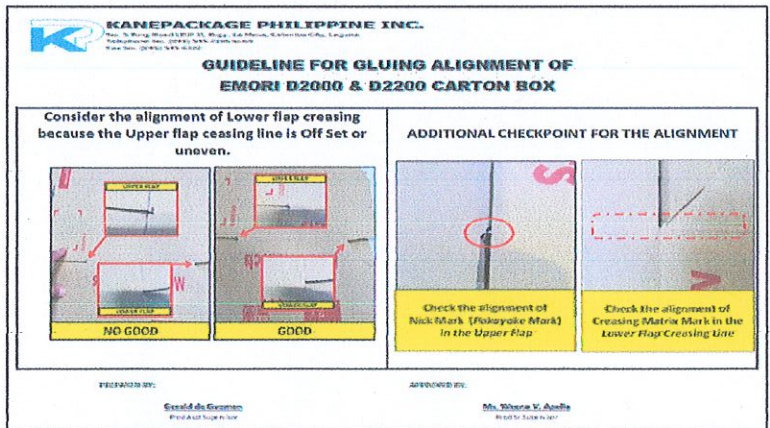
QUALITY ASSURANCE DEPARTMENT
CLOSED
DATE AND
SIGNATURE
21 10 28

INVESTIGATION REPORT FOR MISALIGN GLUING OF KOWA-EMORI HP01D2000 CARTON BOX

DIRECT CAUSE PROCESS/MATERIAL	W1- The cross train operator of SD1800 is underwent familiarization of the process.
	W2- Her Training Assessment is not yet finish and she need more time to familiarized the process with the support of her Trainor (2 authorized operator).

INDIRECT CAUSE (OUTFLOW) PROCESS/MATERIAL	W1- Since the Emori D2000 is two line running the Feeder/Catcher conducted only sampling checking and did not notice the Misalign Glue. Feeder/Catcher need to consider the feeding of material to in two line two avoid downtime and palletizing of finished item.
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PRODUCTION CORRECTIVE ACTION

1. Orient the operator regarding Guideline for Gluing Alignment of Emori Carton Box			
	PIC:	PRODUCTION	TARGET DATE: 211103

PREPARED BY:

GERALD DE GUZMAN
PROD ASST. SUPERVISOR

APPROVED BY:

WRENA V. APALLA
SR. SUPERVISOR

21/10/28



KANEPACKAGE PHILIPPINE INC.

MINUTES OF THE MEETING

Date: 211109 Time Start: 1245 H Time Finished: 1250H Venue: SD-1800 AREA

ATTENDEES:

Name	Section	Sign	Name	Section	Sign
JOJO DEL PUJO	ED18W				
RICHARD MALLAGA	ED18W				

AGENDA:

ORIENTATION REGARDING MISALIGN GLUING OF EMORI HP01D2000 & HP01D2200 CARTON BOX

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MINUTES:

ROOTCAUSE:

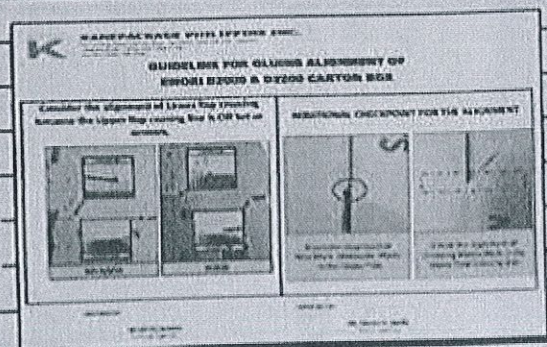
The cross train operator of SD1800 is underwent familiarization of the process. Training Assessment is not yet finish and she need more time to familiarized the process with the support of her Tractor (2 authorized operator).

CORRECTIVE ACTION:

> Always consider the alignment of Lower flap creasing because the Upper flap creasing line is Off Set or uneven.

> Always follow the existing guideline for gluing alignment of Emori D2000 & D2200.

> Always check the alignment of creasing matrix mark in the Lower Flap creasing line.



FOLLOW UP MEETING:

(date & time)

for KPPI fill up only

Prepared by:

Reviewed by:

Noted by:

GERALD DE GUZMAN