

**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

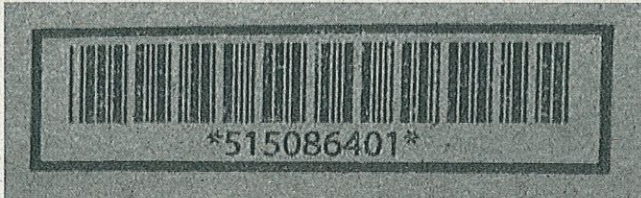
INVESTIGATION REPORT FORM (IRF)☒ Inhouse Detection☐ Customer Claim

Control No.: 492

Date Issued: 21 11 23

Customer	EPSON IJP	Attention To	Mr. Gerald De Guzman
Item Code	5150864-01	Department	PRODUCTION
Item Description	INDIVIDUAL CARTON BOX	Date of Detection	21 11 22
Job Order Number	JO-DRS21-L-00205-2-20	Section Detected	QA - IN LINE

ILLUSTRATION OF THE PROBLEM

☐ Major☒ Minor

Lot Quantity (pcs.)

Reject Quantity (pcs.)

Reject Percentage

~~3000~~ 3,778

108

~~2.50%~~ 2.80%

Nature of Defect:

POOR PRINT

Requirement:

No poor print specially on the barcode

Actual:

W/ Poor Print

NO. OF OCCURRENCE	DISPOSITION	AREA OF OCCURRENCE / ORIGIN	CONTENT
☒ First	☐ Hold	☐ Slotter	☐ Material
☐ Recurrence	☐ Special Acceptance	☒ EQOS	☐ Dimension
No.: _____	☐ For Rework	☐ Diecut	☒ Appearance
Date: _____	☒ Reject / Disposal	☐ Detaching	☐ Process / Method
Issued by	Checked by	Approved by	Received by (Receiving Section)
 Adrian Vergara QA-IE Staff	 Mr. Roderick Ramos QA Supervisor	 Mr. Rexel 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 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: PLS. SEE ATTACHED Why 4: Why 5:	Why 1: Why 2: Why 3: PLS. SEE ATTACHED Why 4: Why 5:

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

- INK DRY UP TO CYREL DURING
SUDDEN STOP

- OPERATOR TRY TO CONTINUE
THE PROCESS AFTER SUDDEN STOP.

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				System	N/A	
WIP	N/A						
FG	N/A						

B. Orientation

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

C. Reworking

Rework Quantity					Process	PLS. 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 11 24

PIC: A. Vergara

Identified Rootcause	Recommendation
The cyrel was not clean after machine stop	

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

	Checked by	Date	Implemented?	Remarks
1st Verification of Action	A. Vergara	21 12 07	☒ Yes ☐ No	C.A. is implemented
2nd Verification of Action			☐ Yes ☐ No	
3rd Verification of Action			☐ Yes ☐ No	
Effectiveness of Action	A. Vergara	21 12 20	☒ 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)
☒ Closed			
☐ Re-issue IRF			
QUALITY ASSURANCE DEPARTMENT		QA Supervisor	QA Asst. Manager
Date: 21 12 20		Date: 21 12 20	Date: 21 12 20

**DATE AND
SIGNATURE**

21 12 20

QA-027-F01 REV.01

INVESTIGATION REPORT FOR POOR PRINT OF EPSON IJP 515086401 INDIVIDUAL CARTON BOX

DIRECT CAUSE PROCESS/MATERIAL	W1- Based on the investigation poor print occurs after the sudden stop of machine due some adjustment needed during sampling.
	W2- The ink is quickly dry up to some portion of cyrel after sudden stop that caused poor print since Eqos ink is quick dry.

Start	Time	Finish
2000		2100
2230		2345
2102		2110
2112		2120
2100		2107
2120		2376

2138	2143	PUNAS
2153	2200	PUNAS
2214	2220	PUNAS
2322	2328	PUNAS
0049	0057	PUNAS
0108	0115	PUNAS

**OPERATOR CLEAN THE CYREL 4 TIMES
DUE TO POOR PRINT OCCURRENCE**

INDIRECT CAUSE (OUTFLOW) PROCESS/MATERIAL	W1- There is random outflow of poor print because the operator try first to continues the process after sudden stop to minimized the downtime since the average of cyrel cleaning is 6 minutes per occurrence.
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PRODUCTION CORRECTIVE ACTION

Incorporate in WI the Standard of cyrel cleaning after sudden stop of machine

PIC:	PRODUCTION	TARGET DATE:	211210
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PREPARED BY:

GERALD DE GUZMAN
 PROD ASST. SUPERVISOR

APPROVED BY:

WEENA V. APALLA
 SR. SUPERVISOR

WORK INSTRUCTION MANUAL

DATE OF EFFECTIVENESS

21 12 14

PAGE

5 OF 7

TITLE

WORK AND SAFETY INSTRUCTION FOR EQOS MACHINE

CONTROL NUMBER

WI-PR-002-029

REVISION NUMBER

07

PREPARED BY

CHECKED BY

APPROVED BY

A. PPE REQUIREMENT

- 1) Gloves
- 2) Safety Shoes
- 3) Rubber Gloves (during cyrel cleaning)

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) Conduct daily machine inspection before start of operation

C. IN CASE OF EMERGENCY

- 1) Immediately press the "emergency stop" button in case of emergency.
- 2) Immediately inform supervisor.
- 3) Immediately inform Health Team in case of injury-related emergencies.
- 4) Immediately inform ERT/ Safety Team in case of fire-related emergencies.

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.

Reminder: Operators should conduct cyrel cleaning whenever the machine stops running.

Paalala: Kailangan linisin ng mga operator ang cyrel sa bawat pagtigil ng machine.

35. Operator should give the trial item to QA patrol to conduct checking on the output. After QA patrol conduct checking, QA shall sign to the trial item.
Dapat ibigay ng operator ang trial na item sa QA Patrol upang ma-check ito. Matapos itong i-check ng QA Patrol, dapat nitong pirmahan ang trial na item.

QA Patrol Checkpoints:

- Visual Appearance
- Missing Print
- Misalign Print
- Smeared Print
- Poor Print
- Blotted Print
- Barcode Scanning
- Off specs

36. Set the speed according to the criticality of the item.
Gumamit ng bilis na naayon sa kritikalidad ng item.

37. Press the **HORN** button then press the **FEED START** for continuous running or mass production. Don't forget to make 3pcs test run for assurance. Press the **FEED STOP** to stop the machine.

Pindutin ang HORN at ang FEED START para sa tuloy-tuloy na pag-i-print. Huwag kalimutan na magsagawa ng tatlong piraso na trial. Pindutin ang FEED STOP para itigil ang makina.

Note: During mass production, SAMPLING must be done with the rate of 3 sheets for every 100 sheets.

Tandaan: Sa mass production, kailangang isagawa ang SAMPLING ng 3 sheets sa kada 100 sheets.

38. Go to the stacker and set it to **AUTO** and place a Caster Pallet to use.
Pumunta sa stacker area at i-set ito sa AUTO at maglagay ng paleta.

39. To adjust the stacker side guide press **O.S** or **D.S** and wait the selected button to illuminate then press the **+** or **-** button to move the side guide left and right.
Pindutin ang O.S. or D.S. para i-adjust ang stacker side guide at hintayin ito na umilaw at pindutin ang + o - para i-adjust ito sa pakaliwa o pakanan.



40. To adjust the stacker back guide press the **BACK GUIDE** and wait to illuminate, then press the **+** or **-** button to move the back guide forward and backward.
Pindutin ang BACK GUIDE para i-adjust ang back guide at hintayin ito na umilaw at pindutin ang + o - para i-adjust ito palikod o paharap.



41. Stacker manual control.



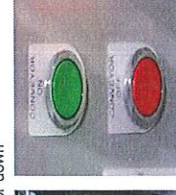
set the stacker to manual



move the stacker up or down by moving the stacker joy stick up or down



to close and open the bucket move the stacker joy stick left and right



conveyor ON and OFF control