

**KANEPACKAGE PHILIPPINE INC.**

**MINUTES OF THE MEETING**

Date: 2022.11 Time: 3:40 Place: PRODUCTION

**ATTENDEES:**

Name	Dept.	Sign	Name	Dept.	Sign
Gerald Clavilla	Prod	[Signature]			
Mark Louis Bayani	Prod	[Signature]			
John Hernandez	Prod	[Signature]			
Rico Jr.	Prod	[Signature]			
Yancy Lopez	Prod	[Signature]			
Kevin Bana	Prod	[Signature]			
Remmy	Prod	[Signature]			
Mark Holly	Prod	[Signature]			

**AGENDA:**

\* GIVE STAIN ENCOUNTERED FOR PANEL B

**MINUTES:**

- \* GIVE STAIN ENCOUNTERED FOR PANEL B
- \* ADDITIONAL SCREW/ BOLT FOR THE GLUE PAN HOLDER LOCK
- \* WORK REQUEST FOR ADDITIONAL SCREW OF THE GLUE PAN HOLDER LOCK

Orientation conducted last Feb 17, 2023



Work Request for the additional bolt/ screw

**KANEPACKAGE PHILIPPINE, INC.**

**WORK REQUEST**  
ENGINEERING & MAINTENANCE DEPARTMENT

Control No.: 3146

☐ Machine  
☐ Equipment / Lifter  
☐ Electrical

☐ Air Conditioning Unit  
☐ Fan / Blower  
☐ Office Equipment

☐ Facility  
☐ Mechanical  
☐ Others

Unit Name: \_\_\_\_\_ Department / Area: PRODUCTION Plate No. / Ref No: \_\_\_\_\_  
Model: \_\_\_\_\_ Location: LAMINATION Date Needed: \_\_\_\_\_

**REQUEST / COMPLAINTS** (State the problem / Failure / Observation / Request / Others / Attach drawing if necessary)

ADDITIONAL BOLT / SCREW FOR GLUE PAN LOCK

Originator: [Signature] Approved by: [Signature] Received by (Engineering): [Signature]  
Signature over Printed Name & Date Signature over Printed Name & Date Signature over Printed Name & Date

☐ In-house  
Date Requested: \_\_\_\_\_  
Schedule Date: \_\_\_\_\_  
Work Description (Action to be taken): \_\_\_\_\_

☐ Service Provider  
Date Started: \_\_\_\_\_  
Date Completed: \_\_\_\_\_

**Material / Parts Usage**

No	Descriptions / Specifications	Qty	Unit	Total Cost

**Service Provider / Other Cost**

No	P.O. No	Qty	Unit	Total Cost

☐ Ongoing ☐ Hold ☐ Other