

## PRODUCTION ORIENTATION:

### AGENDA:

1. Cleaning frequency of the glue plate from 2x per week to daily cleaning.
2. Checking of the glue roller in every 20 minutes refilling process to check if there is abnormality on the glue plate and glue roller applicator.

K HANE PACKAGE PHILIPPINE INC.						
MINUTES OF THE MEETING						
Date	Time	Time	Time	Time	Time	Time
12/05/2018	09:00	09:15	09:30	09:45	10:00	10:15
ATTENDEES						
NAME	UNIT	DEPT	NAME	UNIT	DEPT	NAME
Beland Monato	Prod	Plant				
Edgar B. Lantada	Prod	Plant				
Christian Tejero	Prod	Plant				
Edgardo Lacer	Prod	Plant				
Joseph B. Lacer	Prod	Plant				
Benjie Solano	Prod	Plant				
Walter B. Lacer	Prod	Plant				
AGENDA: WEAK GLUE ISSUE AT GLUE TAP - LOUVER 2 M3A (516892500)						
MINUTES:						
- CHECKING OF GLUE AT LATCHED (LA) - WEAK GLUE/DIEGL GLUE WHILE SHOOTING						
- 10 MINUTES CHECKING FOR GLUE AT PLATE / DIN						
- Daily cleaning of plate (glue)						
FOLLOW UP MEETING:						