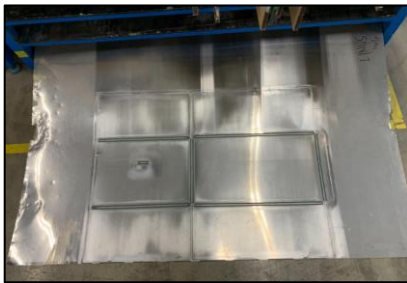


REMINDER

MINUTES OF THE MEETING					
Date:	Time Start:	Time Finished:	Venue:		
250621	7:25 am	7:30 am	DIECUT AREA		
ATTENDEES:					
Name	Dept.	Sign	Name	Dept.	Sign
Imelda B...					
Diego B...					
Jordan B...					
ROVISHA B...					
Mark B...					
JOHN B...					
ROVIN B...					
AGENDA:					
MINUTES:					
ONE ANALYSIS					
W1: CRACKING OCCUR AT DIECUT MACHINE FOR THE ITEM JINIBOOD LANS PAL AMERICA					
W2: WHEN OPERATOR FOLDS THE ITEM, A CRACK IS OBSERVED IN SEMI-AUTO BLUING PROCESS AND THE ITEM HAS A CRACK ON ITS FOLDING SIDE					
W3: CRACKING OCCUR DUE TO THE SET UP (PLATE AND PATTERN SHEET) THEY USED. THE OPERATOR DIDN'T START FROM THE BEGINNING OF MACHINE SETTING (BACK TO ZERO) WHEN THEY PUT THE NEW STEEL PLATE IN THE DIECUT AND STILL THEY USED AN OLD PATTERN SHEET.					
W4: THE OPERATOR KNOW THAT WHEN THE BLADE IS NEW AND THE PATTERN SHEET IS ALSO NEW HOWEVER, THEY ARE UNAWARE OF THE PROCEDURE FOR WHEN THE PLATE IS NEW. THEY SHOULD ALSO GET A NEW PATTERN SHEET AND START FROM THE BEGINNING OF SET UP.					
ACTION PLAN:					
* RE-ORIENT THE DIECUT OPERATOR REGARDING THE CRACKING ENCOUNTERED AND THE PROPER PROCEDURE IN SETTING UP THE MACHINE.					
* WHETHER THE BLADE OR PLATE IS NEW, AUTOMATICALLY THE PATTERN SHEET SHOULD ALSO NEW OR IF THEY USED A GOOD CONDITION PATTERN SHEET OPERATOR MUST REMOVE THE BACKING TAPE IN THE PATTERN SHEET AND REPLACE A NEW ONE. HOWEVER, OPERATOR MUST SET UP THE MACHINE FROM THE BEGINNING (BACK TO ZERO SET UP).					
* POSTING OF REMINDER IN THE DIECUT AREA ABOUT USING OF NEW PLATE / NEW BLADE AND INCLUDE IT IN THE WORK INSTRUCTION.					

MINUTES OF



OLD STEEL



NEW STEEL