
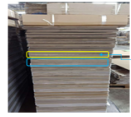


KANEPACKAGE PHILIPPINE INC.		WORK INSTRUCTION MANUAL			DATE OF EFFECTIVENESS	PAGE
Bldg 6-B Lot 2 & 3 P3, Lina Technology Center, Malvar, Batangas Telephone No. (043) 236-6985					22 04 13	1 of 1
TITLE		CONTROL NUMBER	REVISION NUMBER	PREPARED BY	CHECKED BY	APPROVED BY
Rouge Insert Pad Gluing		WI-LPR-005-002	00	Noemi Cepeda		Rhodora Miranda
<b>A. PPE REQUIREMENT</b> 1) Safety Shoes  <b>B. GENERAL SAFETY REQUIREMENT</b> 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.  <b>C. IN CASE OF EMERGENCY</b> 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.  <b>D. ENVIRONMENT</b> 1) Always follow the waste segregation scheme (corrugated, plastic, e-waste, hazardous). 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.		1. Check Actual Mix Order versus actual materials to be processed (Item code, description and kit quantity). Use the existing tag attached on the actual item as additional reference.  2. Check the actual item versus drawing. Conduct dimension check on the insert pad (sampling: 10pcs per kit)  3. Prepare all materials for Insert Pad Gluing.  4. Conduct pre-folding on Insert Pad.  5. Apply the glue on insert pad using roller (about 2 strokes).  6. Attached insert pad on the laminated panel.  7. Redirect the output (Capacity Specs alternate) to avoid warping of materials upon storage. Also put weights at the top as additional production on warping.  8. All PIS units shall be recorded to XO and all the report must be declared on the rejection notice  Note: Insert Pad must be properly aligned to avoid problem upon box formation. Followed properly the attachment location as indicated on drawing. Initial output must be confirmed by QI prior mass production. Pre-Folding must be done in order to have a guideline for proper application of glue. Glue Application must be within the area. Avoid excess glue beyond folding line.				

INCLUDE TABLE LAYOUT IN MANUAL  
INSERT PAD  
INCLUDE CHECK POINT REGARDING  
CHECKING IT THE INSERTAD ATTACHED IN

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Bldg 6-B Lot 2 & 3 P3, Lina Technology Center, Malvar, Batangas Telephone No. (043) 236-6985					23/04/14	5 OF 5
TITLE		CONTROL NUMBER	REVISION NUMBER	PREPARED BY	CHECKED BY	APPROVED BY
GUIDELINES FOR SEMI AUTOMATIC GLUING MACHINE		WI-LPR-002-001	01			
<b>A. PPE REQUIREMENT</b> 1) gloves (self-up, material feeding/inserting/catching of items, and checking holmelt area) 2) Safety Shoes  <b>B. GENERAL SAFETY REQUIREMENT</b> 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) Read the available MSDS so you would know what to do in case of an accident. 6) Make sure to wear all prescribed PPEs while in production.  <b>C. IN CASE OF EMERGENCY</b> 1) In case of emergency, immediately press the "emergency stop" button.  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.  <b>D. ENVIRONMENT</b> 1) Always follow the waste segregation scheme (corrugated, plastic, e-waste, hazardous). 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.		Note: Taskset: 1. Feeder Operator is in charge for inspection of punctured defect. Any Feeder Operator ang nanamuhala para sa inspeksyon ng natuklas na duplikado. 2. Operator must fill out While Glue and Holmelt Monitoring Logsheet (LPR-002-F01) every 20 minutes and also check the appearance of glue plate/roller application. Glue plate/roller operator ang nagsasagot na form sa format pagkatapos ng mga item: - Production Daily Output and Machine Downtime (Semi-Auto) (LPR-002-F02), and - Line Clearance Checksheet (LPR-002-F03) 3. Operator shall fill out the following form every change of form: Glue plate/roller operator ang nagsasagot na form sa format pagkatapos ng mga item: - Production Daily Output and Machine Downtime (Semi-Auto) (LPR-002-F02), and - Line Clearance Checksheet (LPR-002-F03) 4. If there is a downtime for atleast 20 minutes, please proceed to the next plan (XO and transfer to the other machine if necessary (write the downtime to Production Daily Output and Machine Downtime (Semi-Auto) (LPR-002-F02)). Kung nakalabis ng downtime na may 20 minuto o higit pa, mangyaring magpatulay sa susunod na plan (XO at ipatag sa kabilang machine kung kinakailangan (isulat ang downtime sa Production Daily Output at Machine Downtime (Semi-Auto) (LPR-002-F02)). 5. If encountered wrap item, do repalletizing (fill Rip/Informing wrap) and write the downtime on Production Daily Output and Machine Downtime (Semi-Auto) (LPR-002-F02). Kung nakalabis ng wrap item, gawin ang repalletizing (fill Rip/Informing wrap) at isulat ang downtime sa Production Daily Output at Machine Downtime (Semi-Auto) (LPR-002-F02). 6. Feeder Operator is in-charge for manual browsing of item during mass production before loading at Feeder area. Any Feeder Operator ay in-charge para sa manu-manang pag-browse ng item sa panahon ng mass production bago i-load sa Feeder area.  RE-PALLETIZING FOR WRAP ITEMS (FILL RIP/ INFORMALIZING WRAP)				

INCLUDE THE CHECKPOINT OF CHECK ATTACHED  
INSERT PAD IN PANEL 1 BY 1.

MINUTES OF MEETING REGARDING WITH THE  
ISSUE OF NO INSERT PAD IN LIME 2 MB

**K** KANEPACKAGE PHILIPPINE INC.

**MINUTES OF THE MEETING**

Date: 28 Oct 2016 Time Start: 7:00 Time Finished: 7:40 Venue: LERO ABBE EQUIPMENT

**ATTENDEES:**

Name	Dept.	Sign	Name	Dept.	Sign
Engr. G. G. G. G.	Prod.	[Signature]			
Engr. G. G. G. G.	Prod.	[Signature]			
Engr. G. G. G. G.	Prod.	[Signature]			
Engr. G. G. G. G.	Prod.	[Signature]			
Engr. G. G. G. G.	Prod.	[Signature]			

**AGENDA:** TO DISCUSS THE ISSUE REGARDING NO INSERT PAD FOUND IN ITEM CODE 21879100

**MINUTES:**

**DIRECT CAUSE**  
WHY 1: NO INSERT PAD ENCOUNTERED IN ITEM CODE 21879100 (LIME 2 MB FOR 1000000)  
WHY 2: THE OPERATOR MISSED LOOK FOR THE NO INSERT PAD INCLUDED ON THE PALLET  
WHY 3: THE PALLET WITH INSERT PAD AND NO INSERT PAD ARE PLACED  
SIDE BY SIDE (LEFT SIDE NO PAD AND RIGHT SIDE NO PAD) AND THE OPERATOR PLACED  
THE ITEM NO PAD ON THE RIGHT SIDE TO BE PROCEED ON SAVING MATERIAL  
WHY 4: OPERATOR WAS LITTLE CONFUSED ABOUT PLACING THE ITEMS WITH INSERT  
PAD IN THE PALLET  
NOTE: 31879100 ARE OPERATOR WHO CONTINUED ALLOW THE INSERT PAD.

**INDIRECT CAUSE**  
WHY 1: NO INSERT PAD ENCOUNTERED IN ITEM CODE 21879100 (LIME 2 MB FOR 1000000)  
WHY 2: WHILE RUNNING THE OPERATOR MISSED TO LOOK THAT THERE WAS  
NO INSERT PAD ATTACHED TO THE PALLET  
WHY 3: THE OPERATOR WENT TO CHECK THE ITEM IF THERE IS INSERT  
PAD INCLUDE THE PALLET

**FOLLOW UP MEETING:**  
(Date & Time)  
For KPPS fill up only  
Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Audited by: \_\_\_\_\_

DC-001-F14 REV