KANEPACKAGE PHILIPPINE INC. No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna Telephone No. (049) 5457-7166 to 69 Fax No. (049) 545-6302	WORK INSTRUCTION MANUAL			DATE OF EFFECTIVENESS 22 05 19	PAGE 1 OF 1
TITLE	CONTROL NUMBER	REVISION NUMBER	PREPARED BY	CHECKED BY	APPROVED BY
INSPECTION FLOW OF ACTUAL ITEM VERSUS DRAWING VERSUS JOB ORDER	**WI-QA-018-019**	**03**	Rochelle Evangelista	Rexel Almario	Jeniffer Gallos

A. PPE REQUIREMENT

1) Safety Shoes

B. GENERAL SAFETY REQUIREMENT

1) Report any incident, accident, or near miss.
2) Observe proper hygiene during break time and after work.
3) Do not use if no machine guarding. 03

C. IN CASE OF EMERGENCY

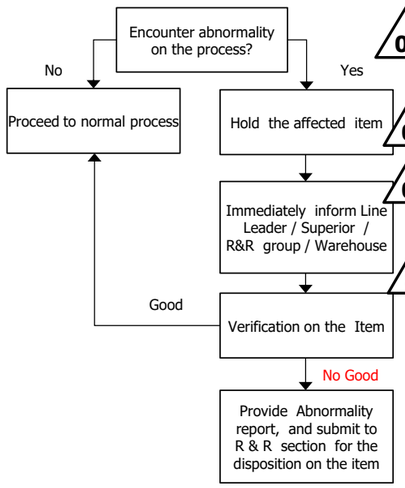
1) Immediately inform supervisor.
2) Immediately inform Health Team in case of injury-related emergencies.
3) Immediately inform ERT/ Safety Team in case of fire-related emergencies.

D. ENVIRONMENT

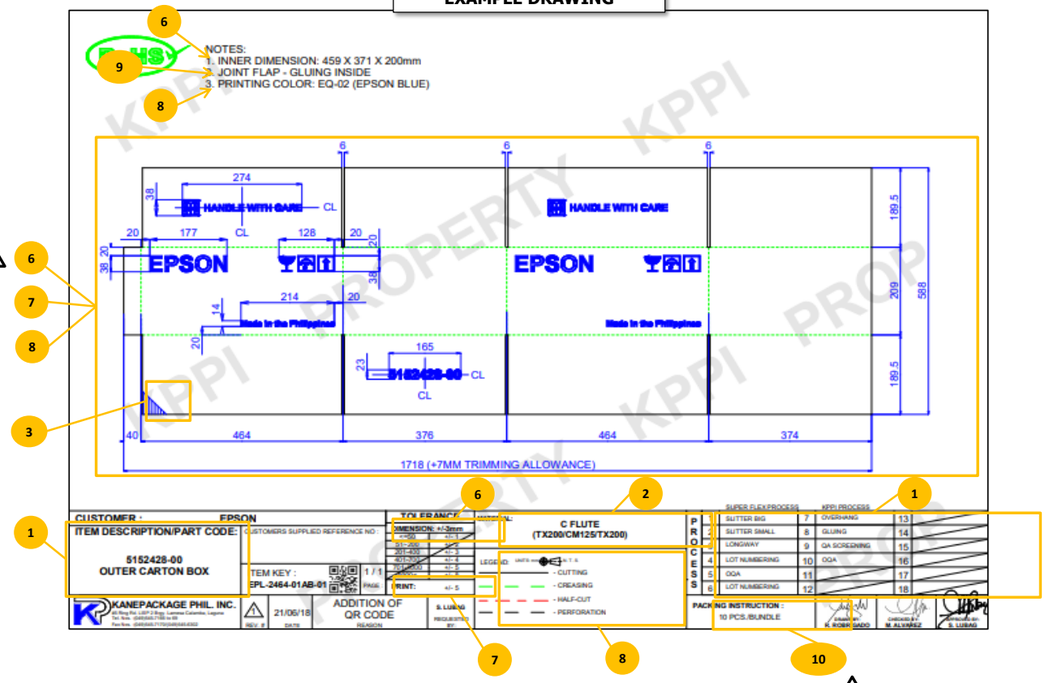
1) Always follow the waste segregation scheme (corrugated, plastic, eperan, hazardous).
2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.

E. IN CASE OF ABNORMALITY

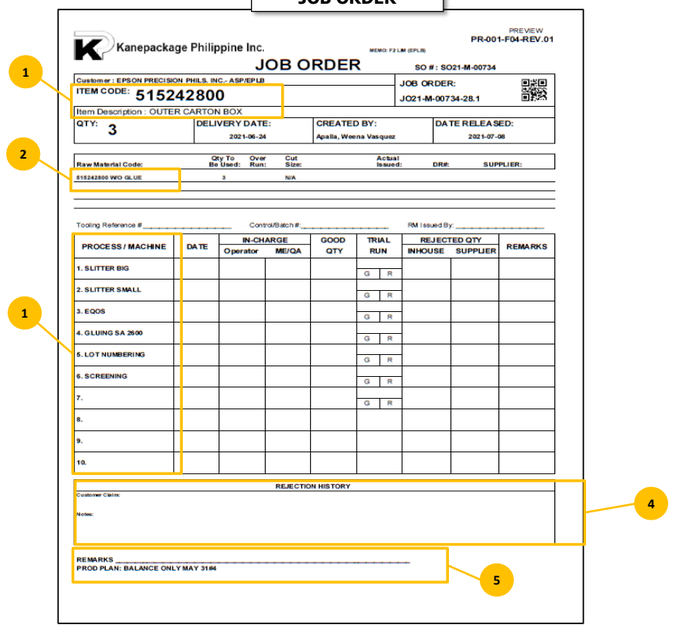
1) Inform all concerned persons / departments.



EXAMPLE DRAWING



JOB ORDER



1. Check if the item code, item description and process stated in the JO form match with the KPPI drawing.
Suriin kung ang item code, paglalarawan ng item at proseso na nakasaad sa JO form ay tumutugma sa KPPI drawing.
Note: Any changes on the process stated in the JO form versus actual process must be coordinated to immediate supervisor.
Tandaan: Anumang mga pagbabago sa prosesong nakasaad sa JO form kumpara sa aktwal na proseso ay dapat iugnay sa immediate supervisor.

2. Check if the material requirements written in the KPPI drawing match the actual item.
Suriin kung ang materyales na nakasaad sa KPPI drawing ay kahalintulad ng aktwal na item.

3. Check if the grain direction shown in the KPPI drawing match with actual item.
Suriin kung ang grain direction na ipinapakita sa KPPI drawing ay tumutugma sa aktwal na item.

4. Check the rejection history stated in the Job Order to use as checkpoint when inspecting the actual item.
Suriin ang rejection history na nakasaad sa Job Order upang magamit bilang checkpoint kapag sinisiyasat ang aktwal na item.

5. Check if there is a special instruction on the remarks portion of the Job Order.
Suriin kung mayroong isang espesyal na tagubilin na nakalagay sa remarks ng Job Order.

6.Conduct Inner and Outer Dimensional Inspection using KPPI drawing as reference and ensure that the actual item follows the KPPI Drawing requirements or it is within the Tolerance limit.
Magsagawa ng Inner and Outer Dimensional Inspection at tiyaking sumusunod ang aktwal na item sa KPPI drawing o ito ay nasa loob ng Tolerance limit.
Note: *Put corresponding number on the dimensions that will undergo inspection and record the actual specification in the Inspection Report.*
Tandaan: *Ilagay ang kaukulang numero sa mga sukat na sasailalim sa inspeksyon at itala ang aktwal na detalye sa Inspection Report.*

8. For items with print, conduct Print dimensional inspection and ensure that the print on the actual item follows the KPPI drawing requirements or it is within the Tolerance limit.
Para sa mga item na may print, magsagawa ng Print dimensional inspection at tiyakin na ang print na nasa aktwal na item ay sumusunod sa KPPI drawing o ito ay nasa loob ng Tolerance limit.
9. Conduct visual inspection according to KPPI's defect limit criteria or customer's defect limit criteria.
Magsagawa ng bisyual na inspeksyon alinsunod sa KPPI's defect limit criteria o customer's defect limit criteria.
NOTE:
Tandaan:
a. Printing colors and characters/images on the actual item must follow the print requirements in the KPPI Drawing.
Ang kulay at print characters/images sa aktwal na item ay dapat sumunod sa printing requirement na nasa KPPI Drawing.
b. Check if the actual item follows the legend in the KPPI Drawing.
Suriin kung ang aktwal na item ay sumusunod sa Legend na nakasaad sa KPPI Drawing.
c. PROOF READING INSPECTION is recommended.
Inirerekomenda ang PROOF READING INSPECTION.
d. Use the Print Light Standard Dark (LSD) as reference.
Gamitin ang Print Light Standard Dark (LSD) bilang reference.

10.Check the joint flap requirement in the KPPI drawing and compare to the actual item.
Suriin ang joint flap na kinakailangan sa KPPI drawing at ihambing sa aktwal na item.

11. Follow the packing requirement written in the KPPI drawing.
Sundin ang packing requirements na nakasaad sa KPPI drawing.
Note: *Changes on the actual packaging of the item against the packaging requirement in the KPPI drawing must immediately coordinate to leader for proper disposition.*
Tandaan: *Ang mga pagbabago sa aktwal na packaging ng item laban sa nakasaad sa KPPI drawing ay dapat agad iugnay sa pinuno para sa wastong disposisyon.*

7. For items that are 2 joints (With Panel A and Panel B), during diecut process, drawing reference for Panel A must used intended drawing for Panel A as well as for Panel B must used drawing of Panel B.
7. Para sa mga item na 2 joints (Na may Panel A at Panel B), sa proseso ng diecut, ang drawing reference para sa Panel A ang dapat gamitin na drawing ay ang inilaan na drawing para sa Panel A ganun na rin para sa Panel B ang dapat gamitin na drawing ay pang-Panel B.