



KANEPACKAGE PHILIPPINE INC.

MINUTES OF THE MEETING

Date: July 01 Time Start: 9:20 AM Time Finished: 9:20 AM Venue: Die-cut area

ATTENDEES:

Name	Dept.	Sign	Name	Dept.	Sign
JOE MADIE	SALES/PROD.	<u>[Signature]</u>			
GERALD LORILLUE	PROD.	<u>[Signature]</u>			
Jenelyn Guerrero	PROD.	<u>[Signature]</u>			
Lilybeth Aguino	PROD.	<u>[Signature]</u>			
JESSIE BERNARD	PROD.	<u>[Signature]</u>			
Chris Camar		<u>[Signature]</u>			

AGENDA:

Discussion about scratches problem

MINUTES:

- No short cut of process
- No running of machine if is enough manpower to operate the machine

FOLLOW UP MEETING:

(date & time)

for KPPI fill up only

Prepared by:

Reviewed by:

Noted by:

[Signature]
N. Aguirre

for printing. at once.



KANEPACKAGE PHILIPPINE INC.

No. 5 Ring Road LISP II, Brgy. La Mesa, Calamba City, Laguna
Telephone No. (049) 545-7166 to 69
Fax No. (049) 545-6302

INVESTIGATION REPORT FORM (IRF)

☒ Inhouse Detection ☐ Customer Claim

Control No.: IRF-24-06-0032

Date Issued: 14-Jun-24

Customer	EPPI	Attention To	N. CEPEDA/ R. ALMARIO
Item Code	5163785-00	Department	KPLIMA- PRODUCTION
Item Description	LIME 2 FB ICB FOR AMERICA	Date of Detection	13-Jun-24
Job Order Number	35657	Section Detected	INLINE QA M4/DS

ILLUSTRATION OF THE PROBLEM



<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	
Lot Quantity (pcs.)	Reject Quantity (pcs.)	Reject Percentage
698	17	2.44%

Nature of Defect:

SCRATCHES

ITEM SHOULD BE IN GOOD CONDITION; NO OCCURRENCE OF SCRATCHED

Actual:

SCRATCHES WAS ENCOUNTERED ON THE ITEM
(PLEASE SEE ATTACHED PICTURE)

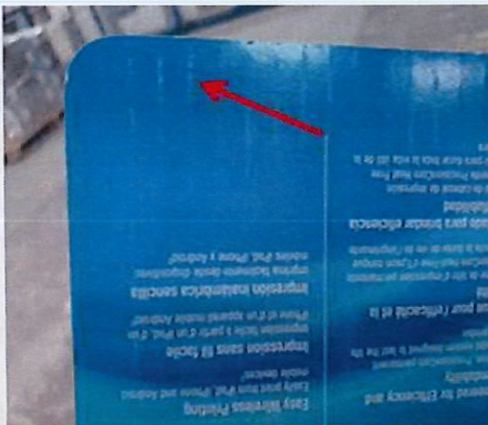
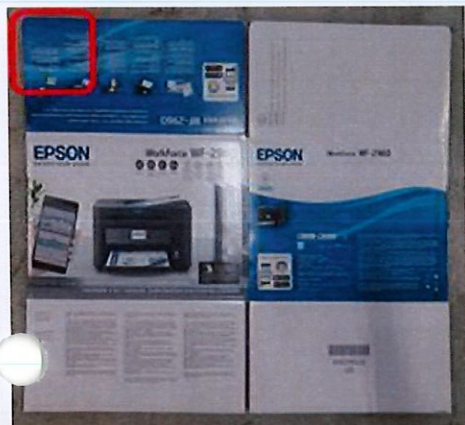
NO. OF OCCURRENCE	DISPOSITION	AREA OF OCCURRENCE / ORIGIN	CONTENT
<input checked="" type="checkbox"/> First	<input type="checkbox"/> Hold	<input type="checkbox"/> Slotter <input checked="" type="checkbox"/> Gluing	<input type="checkbox"/> Material
<input type="checkbox"/> Recurrence	<input type="checkbox"/> Special Acceptance	<input type="checkbox"/> EQOS <input type="checkbox"/> Vertical	<input type="checkbox"/> Dimension
No.:	<input type="checkbox"/> For Rework	<input type="checkbox"/> Diecut <input type="checkbox"/> Others:	<input type="checkbox"/> Appearance
Date:	<input checked="" type="checkbox"/> Reject / Disposal	<input type="checkbox"/> Detaching	<input checked="" type="checkbox"/> Process / Method
Issued by	Checked by	Approved by	Received by (Receiving Section)
M. Anduezo QA Staff 240614	G. Magsino QA Supervisor	QA Asst. Manager	N. Cepeda/ R. Almario Head/ Supervisor/ Manager

I. INVESTIGATION / ANALYSIS

	DIRECT CAUSE: (Analyze the reason of occurrence, why it happened?)	INDIRECT CAUSE: (Analyze the reason of occurrence, why it leaked?)
System / Training	Why 1: Why 2: Why 3: see attached Why 4: Why 5:	Why 1: Why 2: Why 3: see attached Why 4: Why 5:
Design / Toolings	Why 1: Why 2: Why 3: Why 4: Why 5:	Why 1: Why 2: Why 3: Why 4: Why 5:
Process / Material	Why 1: Why 2: Why 3: Why 4: Why 5:	Why 1: Why 2: Why 3: Why 4: Why 5:

Item Code	5163785-00	Customer	EPPI
Item Description	LIME 2 FB AMERICA	Delivery Date	N/A
Detection (Section / Area)	INLINE QA M4/DS	Job Order Number	JO-35657
Inspection Date	13/06/2024	External Provider	IN-HOUSE
Affected Quantity	17/698 2.43%	Date Received	N/A
Problem Description	SCRATCHES	Delivery Receipt Number	9397

II. Visual Reference (Defect Illustration)



SCRATCHES OCCUR ON UPPER FLAP CLASS B
DETECTED IN SEMI AUTO 4
PROCESS ON JUNE 11, 2024
DS SEMI AUTO 4
WITH 17/698

III. Documented Information Review (To be filled out by QA Line leader)

Related Doc. Info.	Control Number	Requirement:	ITEM SHOULD BE IN GOOD CONDITION; NO OCCURRENCE OF SCRATCHES
<input type="checkbox"/> Procedure Manual :		Actual:	SCRATCHES OCCUR ON UPPER FLAP CLASS B
<input type="checkbox"/> Technical Drawing :		Conclusion and Recommendation:	CHECKING ADJUSTMENT OF FEEDER ROLLER
<input type="checkbox"/> Work Instruction :			<input type="checkbox"/> Applicable
<input type="checkbox"/> Job Order :			<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Reports :			
<input type="checkbox"/> Defect Limit :			

IV. Initial Disposition (To be filled out by ME Department if Needed)

<input type="checkbox"/> Good	<input type="checkbox"/> Conditional (Please indicate details)
<input type="checkbox"/> Rejected	
<input type="checkbox"/> Backload	

V. Final Disposition

<input checked="" type="checkbox"/> Rejected	<input type="checkbox"/> Conditional (Please indicate details)	
<input type="checkbox"/> Backload		
<input type="checkbox"/> Good		
<input type="checkbox"/> For Sorting		
<input type="checkbox"/> For Rework		
Person In Charge	Target Date	Signature

Remarks:

Detected by	Checked by	Initial Approved by (If Needed)	Noted by	Approved by
C. ARADA	R. MANALO			
QA Inspector	QA Line Leader	ME Supervisor	QA Supervisor	QA Head

Important: Backloading Policy (External Provider Rejects)

Rejection rate that is more than 80% of the total quantity shall be approved by Top Management before backloading.

Evaluation	Approved by	Final Disposition
<input type="checkbox"/> <80% No Need		<input type="checkbox"/> Backload
<input type="checkbox"/> >80% Need		<input type="checkbox"/> Accept
	Top Management	<input type="checkbox"/> Other _____

INVESTIGATION REPORT

DATE: July 01, 2024

Prepared By:

C. JAVIER
PROD LL

Checked By:

N. CEPEDA
PROD SV

Approved By:

R. A. MARIO
KPLIMA Operations Prod Mngt

5M REVIEW

MAN	No Changes
MACHINE	No Changes
MATERIAL	No Changes
METHOD	No Changes
ENVIRONMENT	No Changes

DOCUMENT REVIEW

Affected Document:	Date Reviewed:	Disposition:	PIC:	Target Date:
Procedure Manual		<input type="checkbox"/> With Revision <input type="checkbox"/> No Revision	K.N.ACUIN	N/A
Work Instruction		<input type="checkbox"/> With Revision <input type="checkbox"/> No Revision	K.N.ACUIN	N/A
Process Flow	240510	<input type="checkbox"/> With Revision <input type="checkbox"/> No Revision	K.N.ACUIN	N/A
Forms		<input type="checkbox"/> With Revision <input type="checkbox"/> No Revision	K.N.ACUIN	N/A

I. PROBLEM DESCRIPTION

1.1. ISSUE:

SCRATCHES

1.2. ITEM DESCRIPTION:

PART CODE: 5163785-00

PART NAME: LIME 2 FB ICB FOR AMERICA

1.3. BACKGROUND:

PICTURE



DETAILS:

>Inhouse Detection : SCRATCHES
>Lot size: 698PCS
>Reject Qty: 134PCS
>Rejection Rate: 2.44%
>JO#: 35657

IMMEDIATE ACTION

PROCESS FLOW CHART



ACTION ITEMS	Target Date:	Person In-charge
MEETING WITH CONCERN OPERATOR	JULY 01, 2024	PRODUCTION LEADER

III. CAUSE ANALYSIS:

WHY 1:	WHY SCRATCHES OCCURED? BECAUSE ITEM STOCK AT THE BOTTOM OF DELIVERY CONVEYOR WHILE RUNNING THAT GENERATES SCRATCHES IN THE SURFACE OF THE ITEM.
WHY 2:	WHY ITEM STOCK AT THE BOTTOM OF DELIVERY CONVEYOR WHILE RUNNING THAT GENERATES SCRATCHES IN THE SURFACE OF THE ITEM. BECAUSE CATCHER CANNOT REMOVED IMMEDIATELY THE ITEM FROM DELIVERY DUE TO OTHER JOB OF CLEANING THE TRIMMING IN THE CUTTING AREA THAT BLOCK THE MACHINE SENSOR.
WHY 3:	WHY CATCHER CANNOT REMOVED IMMEDIATELY THE ITEM FROM DELIVERY DUE TO OTHER JOB OF CLEANING THE TRIMMING IN THE CUTTING AREA THAT BLOCK THE MACHINE SENSOR. BECAUSE DURING THA TIME ONLY 2 OPERATORS WAS AVAILABLE TO OPERATE THE MACHINE DUE TO ABSENTEEISM OF SICKLEAVE BUT WE NEED TO RUN THE ITEM FOR CUSTOMER REQUEST.
WHY 4:	NOTE : OPERATOR W/ INVALID REASON OF ABSENTEEISM WILL BE REPORTED TO AGENCY COORDINATOR.
WHY 5:	

IV. ACTION PLAN:

V. EVIDENCES:

1	CONDUCT MEETING REGARDING ON ENCOUNTERED PROBLEM	PIC:PRODUCTION LEADER July 01, 2024
2	REMIND OPERATOR TO BE CAREFUL IN REMOVING THE SCRAP/TRIMMING WHILE THE SCRAP CONVEYOR IS STILL UNDER REPAIR.	PIC:PRODUCTION LEADER July 01, 2024
3	NO RUNNING OF MACHINE IF NO ENOUGH MANPOWER TO OPERATE THE MACHINE.	PIC:PRODUCTION LEADER July 01, 2024