

**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

**INTEGRATED MANAGEMENT  
SYSTEM****PROCEDURE MANUAL****TITLE:****TOOLING ACQUISITION, CHECKING AND ENDORSEMENT****CONTROL NUMBER:****PM-DT-005****REVISION NUMBER:****11****EFFECTIVITY DATE:****24 09 11****PAGE NUMBER:****1 of 8****Prepared by:**

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**PROCEDURE MANUAL****TITLE:****TOOLING ACQUISITION, CHECKING AND  
ENDORSEMENT****CONTROL NUMBER:****PM-DT-005****PAGE NUMBER:****2 of 8**

From	To	Revision History	Revised by	Effectivity Date
02	00	~ Revision of provisions of the procedure and changed document number from PM-10-40 to PM-DT-005.	Sheila Lubag	13 08 22
00	01	~ Include checking of blade after usage at supplier side ~ Transfer into Flow Chart Format	Michael Casillano	16 10 14
01	02	~ Removed unnecessary details ~ Added process of Return to supplier if failed in judgement	Sheila Lubag	17 12 12
02	03	~ Changed title from Procedure for Acquisition of Blade, Checking and Endorsement ~ 1.1 Incorporated Scope to Objectives ~ 5.3 Added skype at medium in sending soft copy of references to external provider ~ 5.8 Changed department to be issued with authorized temporary issue drawing from ME to Purchasing ~ 5.11 Moved process of returning NG diecut blade to external provider from after inspection of ME to after inspection of Design	Sheila Lubag	19 12 27
03	04	~ Changed title from Blade Acquisition, Checking and Endorsement ~ Combined and incorporated forms and process details with Cyrel and Silkscreen Acquisition, Checking and Endorsement (PM-DT-006) ~ 3.1 Added definition of Tooling ~ Added Design Dept. as PIC in judgement of tooling quality ~ 5.12 Added instruction for informing concerned departments if the tooling is Not Good ~ 5.13 Added note for Sales endorsement of tooling for new items ~ Added Flexo Print Reference Sheet	Marvin Alvarez	21 08 31
04	05	~ 5.8 Removed note for having drawing with the tooling and ensuring that information was given in the Endorsement Logbook of ME ~ 5.11, 5.13 Added instruction for accomplishing Flexo Print Reference Sheet ~ 5.16 Removed link to PM-ME-009 as reference for toolings to be used in-house coming from external provider	Kretchene Panganiban	21 09 23
05	06	~ 2.0 Update Applicable Documented Information ~ 3.0 Added Definition of Terms for Mylar Layout, EQOS Jig, and Eterna Pattern ~ 5.11 Changed instruction from accomplishing Flexo Reference Sheet ~ 5.11, 5.13, 5.15 Changed reference documented information from Flexo Print Reference Sheet ~ 5.12, 5.15 C Added instruction for filling out Cyrel Monitoring Sheet, Blade Monitoring Sheet, and Silkscreen Logbook. ~ 5.12 Added reference documented information for Cyrel Monitoring Sheet, Blade Monitoring Sheet, and Silkscreen Logbook ~ 5.13 Changed instruction from accomplishing Flexo Print Reference Sheet ~ 5.15 Changed Reference Documented Information from Diecut Blade/Cyrel/Silkscreen Inspection Logbook ~ 5.15 Added note for endorsement of mylar layout, EQOS Pattern, and Eterna Pattern to production together with cyrel and diecut blade toolings. ~ 5.15 B Added instruction for endorsement of Silkscreen Print Reference with Stamp	Kretchene Panganiban	22 04 26
06	07	~ 2.0 Update Applicable Documented Information ~ 5.2 Added instruction for verifying the drawing in Artios cad	Lei Ann Marie Aviles	23 03 29
07	08	~ 2.0 Update Applicable Documented Information ~ 2.10, 5.14, 5.17 Changed from Silkscreen Logbook to Silkscreen Log Sheet ~ 5.2 Added note to refer to Guidelines for Sending Die-cut Blade Data to External Provider ~ 5.5 Added leadtime for the follow up arrival of the toolings ~ 5.9 Added note for encoding the received blade and cyrel in Blade and Cyrel Delivery Monitoring	Sheila Lubag , Jenelyn Beltran	23 06 27




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**TITLE:****TOOLING ACQUISITION, CHECKING AND  
ENDORSEMENT****CONTROL NUMBER:****PM-DT-005****PAGE NUMBER:****4 of 8****1.0 Objectives**

- 1.1 To establish documented procedure to serve as guidelines for persons involved in coordination and endorsement of DIECUT BLADES, CYRELS and SILSCREENS acquired from external provider for in-house and/or external provider use.

**2.0 Applicable Documented Information****11**

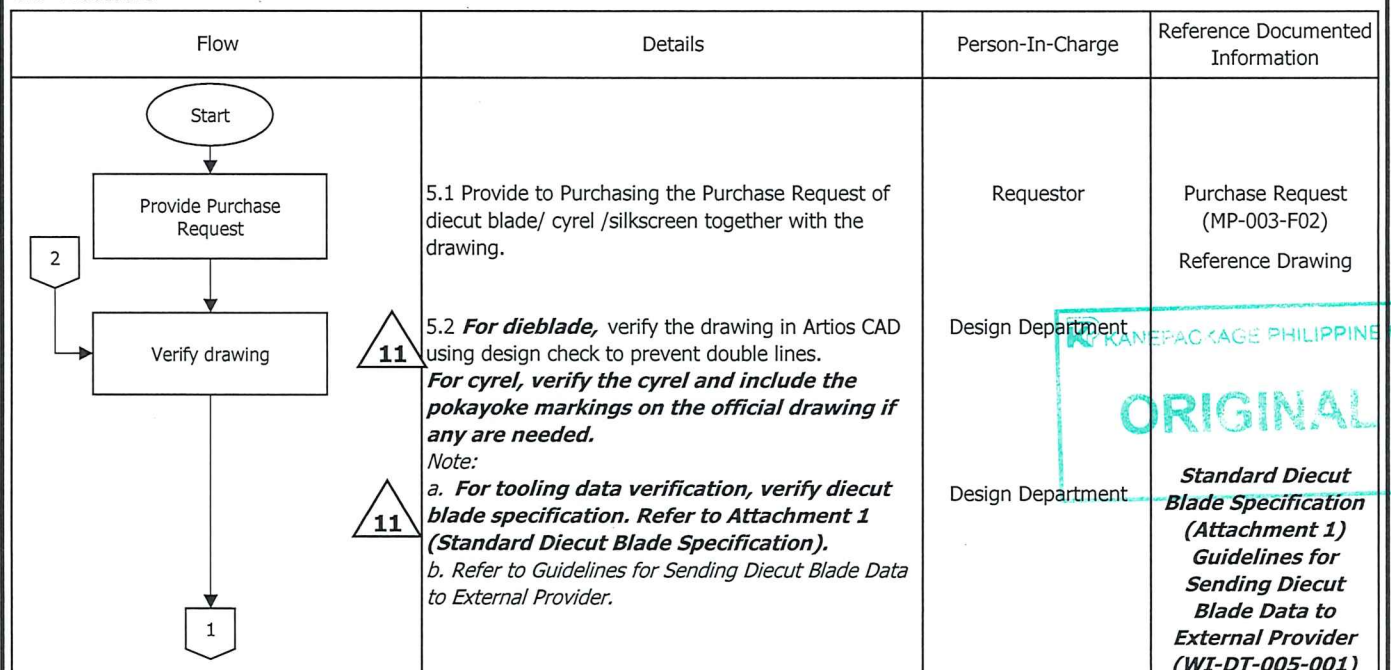
- |  |  |
|--|--|
| 2.1 Purchase Request (MP-003-F02)  | 2.13 Tooling Masterlist Monitoring (DT-005-F05)                              |
| 2.2 Reference Drawing  | 2.14 Tooling Receiving and Endorsement Log Sheet (DT-005-F04)                |
| 2.3 Purchase Order (PU-001-F01)  | 2.15 Guidelines for Diecut Blade Layouting (WI-PR-003-003)                   |
| 2.4 Receiving Report (WH-001-F15-1)  | 2.16 Guidelines in Preparing Print data with Customer's Data (WI-DT-005-002) |
| 2.5 Sales Invoice  | 2.17 <b>Request for Pull out of Tooling (PR-003-F08)</b>                     |
| 2.6 Blade Inspection Data (ME-002-F06)   | 2.18 <b>Guidelines in Making Plastic Film Patterns (WI-DT-005-003)</b>       |
| 2.7 Cyrel and Silk Screen Inspection Data (ME-002-F07)                             | 2.19 <b>EQOS Jig Tag (DT-005-F06)</b>  |
| 2.8 Cyrel Monitoring Sheet (DT-005-F03)  | 2.20 <b>Eterna Pattern Tag (DT-005-F07)</b>                                  |
| 2.9 Blade Monitoring Sheet (DT-005-F02)  | 2.21 <b>Mylar Pattern Tag (DT-005-F08)</b>                                   |
| 2.10 Silkscreen Log Sheet  | 2.22 <b>For Repair Tag - Diecut Blade (DT-005-F09)</b>                       |
| 2.11 Blade and Cyrel Delivery Monitoring (PU-001-F04)                              | 2.23 <b>Repaired Tag - Diecut Blade (DT-005-F10)</b>                         |
| 2.12 Guidelines for Sending Diecut Blade Data to External Provider (WI-DT-005-001) | 2.24 <b>Standard Diecut Blade Specification (Attachment 1)</b>               |

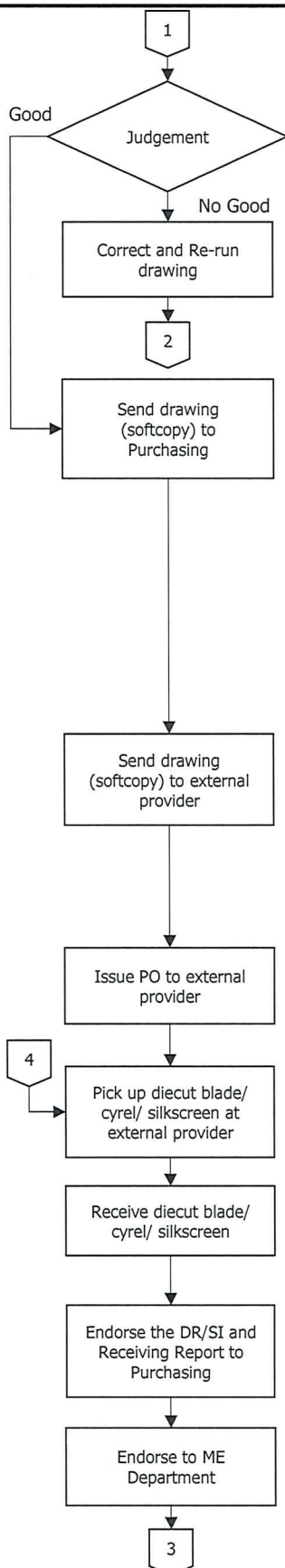
**3.0 Definition of Terms**

- 3.1 **TOOLING** - Defined as tools use for production specifically for EQOS, Eterna, Diecut S1700, Diecut S1400, Clapper, Pressing Machine, Handhole Machine. Identified toolings are Diecut Blades, Cyrels and Silkscreens.
- 3.2 **MYLAR LAYOUT** - a transparent sheet with target markings wherein the cyrel toolings are attached
- 3.3 **EQOS JIG** - a transparent sheet use to verify the position of the print base on the dimension required in the drawing. This is applicable only for printed items with blade layout.
- 3.4 **ETERNA PATTERN** - a transparent sheet use to locate the position of cutting lines / creasing when applying backing tape

**4.0 Risks and Opportunities Identification Evaluation**

- 4.1 Revisit, review and update potential risks and opportunities associated with the identified process(s) as applicable.

**5.0 Procedure**

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**11** 5.3 If the blade requirement does not aligned on the Standard Diecut Blade Specification based on Artios file, correct and re-run the drawing.

5.4 Softcopy of the drawing needed with the required format of external provider shall be sent to Purchasing.

*Note: For the outsource items e.g. Offset Printing, refer to Guidelines in Preparing Print data with Customer's Data before sending the softcopy to Purchasing.*

**11** ~ For tooling replacement, check existing tooling in actuality to compare it with the existing drawing and data before sending.  
**11** ~ If the tooling (cyrel and blade) will be affected by the revision on drawing, pull out the tooling from the tooling custodian to avoid using it while the revision is in progress.

5.5 Send the softcopy of reference drawing (Preliminary Layout or Uncontrolled) to external provider thru skype, email, or fax.

5.6 Follow-up arrival of toolings (blade and cyrel) from external provider.

FOLLOW-UP	LEADTIME
1ST FOLLOW-UP	2nd DAYS AFTER DATA ISSUANCE
FINAL FOLLOW-UP	4th DAYS AFTER DATA ISSUANCE

5.7 Issue Purchase Order to external provider upon receipt of diecut blade/ cyrel/ silkscreen drawing.

*Note: For monitoring of PO, refer to Purchasing Process.*

5.8 Make a vehicle arrangement if the diecut blade/ cyrel/ silkscreen is ready for pick up.

5.9 Receive the diecut blade/ cyrel/ silkscreen from the driver who picked up the tooling. Received toolings shall be entered in Netsuite system to generate Receiving Report.

5.10 Delivery Receipt or Sales Invoice and Receiving Report shall be forwarded to Purchasing.

*Note: Received blade and cyrel shall be encoded and monitored in Blade and Cyrel Delivery Monitoring.*

5.11 After recording, endorse the diecut blade/ cyrel/ silkscreen to ME.

Design Department

**Standard Diecut Blade Specification (Attachment 1)**

Reference Drawing (softcopy)  
Guidelines in Preparing Print data with Customer's Data (WI-DT-005-002)

**Request for Pull out of Tooling (PR-003-F08)**

Purchasing Department

Reference Drawing (softcopy)

Purchasing Department

Blade and Cyrel Delivery Monitoring (PU-001-F04)

Purchasing Department

Purchase Order (PU-001-F01)

Purchasing Department

Warehouse Department

Receiving Report (WH-001-F15)

Warehouse Department  
Purchasing Department

Receiving Report (WH-001-F15)  
Blade and Cyrel Delivery Monitoring (PU-001-F04)  
Sales Invoice

Warehouse Department

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**ORIGINAL**



<b>TITLE:</b> <b>TOOLING ACQUISITION, CHECKING AND ENDORSEMENT</b>	<b>CONTROL NUMBER:</b> <b>PM-DT-005</b>	<b>PAGE NUMBER:</b> <b>6 of 8</b>
<pre>graph TD     3{{3}} --&gt; A[Accomplish Inspection Data for tooling]     A --&gt; B[Update Tooling Monitoring]     B --&gt; C[Endorse the tooling to Design]     C --&gt; D{Judgement}     D -- Good --&gt; E[Endorse the tooling to Production or Purchasing/ Sales]     D -- Not Good --&gt; F[Return to external provider]     F --&gt; 4{{4}}     E --&gt; 5{{5}}</pre>	<p>5.12 The following are the information required in the log sheet:</p> <ul style="list-style-type: none"><li>• Item Name</li><li>• Customer Name</li><li>• Date of Endorsement</li><li>• Date Finished Checking</li></ul> <p><i>Note: For tooling which don't have a final drawing, Design &amp; Tech/ Sales shall provide an Authorized Temporary Issue drawing to ME.</i></p> <p>5.13 ME shall furnish Inspection Data whether good or not good.</p> <p>5.14 Use the issued drawing as reference in checking of cyrel, blade and silkscreen.</p> <p>5.15 Input all necessary details/information of tools in Tooling Masterlist Monitoring</p> <p>5.16 Endorse the tooling to Design for verification together with the accomplished Inspection Data, attached drawings and other references. Cyrel Monitoring Sheet/Blade Monitoring Sheet/Silkscreen Log Sheet and Tooling Receiving and Endorsement Log Sheet shall be signed.</p> <p><i>Note: Lead time for checking of tooling depends on the number of tooling to be checked. Minimum day required is one (1) day.</i></p> <p>5.17 Use the issued drawing as reference in checking of cyrel, blade and silkscreen. <i>Note: All rejected blade, cyrel, and/or silkscreen shall be recorded and monitored. This is subject for discussion in Design weekly meeting.</i></p> <p>5.18 If NOT GOOD, the tooling shall be returned to external provider for replacement. Inform concerned departments (Purchasing, Sales, and Production) through Skype or Email. <b>Note:</b> <b>1. FOR FLEXOPLATES - it shall be returned to external provider for replacement.</b> <b>2. FOR DIECUT BLADES - attach the fully accomplished For Repair Tag at the back of the diecut blade and return it to the external provider for repair. Attach additional information, such as a technical drawing or instructions, if needed.</b></p> <p>5.19 If Design's verification result is GOOD, endorse the tooling to: a. Production - to be used in-house. <b>Note:</b> <b>1. For layouting of dieblade, refer to Guidelines for Diecut Blade Layouting of Production Department.</b></p>	<p>Design Department</p> <p>ME Department</p> <p>ME Department</p> <p>ME Department</p> <p>ME Department</p> <p>Design Department</p> <p>Purchasing Department Design Department</p> <p>Design Department</p> <p>Design Department</p> <p>Production Department</p> <p>Blade Inspection Data (ME-002-F06), Cyrel &amp; Silk Screen Inspection Data (ME-002-F07) Reference Drawing</p> <p>Tooling Masterlist Monitoring (DT-005-F05)</p> <p>Blade Inspection Data (ME-002-F06), Cyrel and Silk Screen Inspection Data (ME-002-F07) Tooling Receiving and Endorsement Log Sheet (DT-005-F04) Cyrel Monitoring Sheet (DT-005-F03) Blade Monitoring Sheet (DT-005-F02) Silk screen Log Sheet</p> <p>Reference Drawing</p> <p><b>For Repair Tag - Diecut Blade (DT-005-F09)</b></p> <p>Cyrel Monitoring Sheet (DT-005-F03) Blade Monitoring Sheet (DT-005-F02) Guidelines for Diecut Blade Layouting (WI-PR-003-003)</p>



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<div><p>5</p><p>Attachment of accomplished tags</p><p>Conduct trial run</p><p>End</p></div>		<p><i>2. EQOS mylar layout, with plus (+) 100mm on all sides for suteban attachment for diecutted and RSC box below 500mm in height. For diecutted items, EQOS Jig shall be included upon endorsement of cyrel tooling. For diecut blade tooling, Eterna pattern must be included upon endorsement.</i></p> <p><b>11</b> <i>5.20 Attach accomplished tags to each pattern before endorsement to the respective departments (Mylar Pattern Tag, Eqos Jig Tag, Eterna Pattern Tag). All plastic film patterns shall be monitored by Design Department.</i></p> <p><b>11</b> <i>Note:</i></p> <p><i>1. Make sure that the tag shall be attached on the vacant area of each pattern.</i></p> <p><i>2. Refer to the Guidelines in making Plastic Film Patterns.</i></p> <p>For cyrel replacement, cyrel with target marking together with mock-up print will be endorsed. Mylar Layout, EQOS Jig, and Eterna Pattern are not necessary.</p> <p><b>11</b> <i>For Repaired Diecut blade, attach Repaired Tag - Diecut Blade on the top of the already attached For Repair Tag - Diecut blade to verify that the repair was done before endorsement to respective departments.</i></p> <p><i>Note:</i></p> <p><i>1. Make sure that the tag shall be attached on the vacant portion of each diecut blade.</i></p> <p>b. Purchasing - to be used by external provider. c. Sales - for new items to be used by external provider.</p> <p>5.21 Conduct trial run on the diecut blade and log on the Blade Inspection Data for the actual result if necessary.</p> <p>~ All toolings that will be used in-house but previously used at external provider side will UNDERGO INSPECTION AGAIN by ME staff to check if it is still in GOOD condition. ~ ME staff shall accomplish Blade/ Cyrel/ Silkscreen Inspection Data whether good or not good.</p>	<p><i>Design Department</i></p> <p><b>11</b></p> <p><i>EQOS Jig Tag (DT-005-F06)</i></p> <p><i>Eterna Pattern Tag (DT-005-F07)</i></p> <p><i>Mylar Pattern Tag (DT-005-F08)</i></p> <p><i>Guidelines Making Plastic Film Patterns (WI-DT-005-003)</i></p> <p><i>Design Department</i></p> <p><i>Repaired Tag - Diecut Blade Tag (DT-005-F10)</i></p> <p>Silkscreen Log Sheet</p> <p><i>Production Department</i> <i>ME Department</i></p> <p>Blade Inspection Data (ME-002-F06), Cyrel and Silk Screen Inspection Data (ME-002-F07)</p>



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**PROCEDURE MANUAL**

TITLE:

**TOOLING ACQUISITION, CHECKING AND  
ENDORSEMENT**

CONTROL NUMBER:

**PM-DT-005**

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**8 of 8****11****Attachment 1 : Standard Diecut Blade Specification**

FOR CORRUGATED									
STANDARD BLADE									
MATERIAL FLUTE	THICKNESS	COMPRESS MATERIAL THICKNESS	CUTTING HEIGHT	CREASING HEIGHT	CUTTING WITH CREASING		STANDARD PERFORMANCE		STANDARD HALF CUT HEIGHT
					CUTTING (H)	CREASING	HEIGHT	PITCH (M)	
AB,CB, EB	3PTS.	1.3 mm	23.8 mm	22.6 mm	23.8 mm	22.6 mm	23.8 mm	5X10 mm	23.3 mm
C	3PTS.	1 mm	23.8 mm	22.8 mm	23.8 mm	22.8 mm	23.8 mm	5X5 mm	23.3 mm
B	2PTS.	0.85 mm	23.8 mm	22.8 mm	23.8 mm	22.8 mm	23.8 mm	3X3 mm	23.3 mm
A	3PTS.	1.15 mm	23.8 mm	22.8 mm	23.8 mm	22.8 mm	23.8 mm	5X5 mm	23.3 mm
E	2PTS.	0.7 mm	23.8 mm	22.8 mm	23.8 mm	22.8 mm	23.8 mm	3X3 mm	23.3 mm
CLAYCOAT	2PTS.	--	23.8 mm	23.3 mm	23.8 mm	22.6 mm	23.8 mm	5X10 mm	23.3 mm
KRAFT BOARD	2PTS.	--	23.8 mm	23.3 mm	23.8 mm	22.6 mm	23.8 mm	5X10 mm	23.3 mm
WAVED BLADE									
MATERIAL FLUTE	THICKNESS	COMPRESS MATERIAL THICKNESS	CUTTING HEIGHT	CREASING HEIGHT	CUTTING WITH CREASING		STANDARD PERFORMANCE		STANDARD HALF CUT HEIGHT
					CUTTING (H)	CREASING	HEIGHT	PITCH (M)	
AB,CB, EB	3PTS.	1.3 mm	23.6 mm	22.6 mm	23.6 mm	22.3 mm	23.8 mm	5X10 mm	23.3 mm
C	3PTS.	1 mm	23.6 mm	22.6 mm	23.6 mm	22.6 mm	23.8 mm	5X5 mm	23.3 mm
B	2PTS.	0.85 mm	23.6 mm	22.8 mm	23.6 mm	22.6 mm	23.8 mm	3X3 mm	23.3 mm
E	2PTS.	0.7 mm	23.6 mm	22.8 mm	23.6 mm	23 mm	23.8 mm	3X3 mm	23.3 mm
A	3PTS.	1.15 mm	23.6 mm	22.6 mm	23.6 mm	22.6 mm	23.8 mm	5X5 mm	23.3 mm

**Formula for calculation of creasing channels and creasing rules**  
designed for material thickness of 0.605 - 0.651 inch.  
Also available for cardboard

Legend:  
A = crease depth  
B = crease width  
C = material thickness  
D = creasing rule width  
E = creasing rule height  
F = thickness of compressed material  
G = thickness of compressed material (G) of the corrugated board determines the creasing rule height.

A = e  
B = (e x 2.6) + d  
C = f - e  
F = 0.937 inch

BLADE THICKNESS REFERENCE			
1 PT	= 0.35 mm		
2 PTS	= 0.7 mm		
3 PTS	= 1.05 mm		
6 PTS	= 2 mm		

**NOTE: For PARTCODE Perforation use (1.5 X 1.5mm) for smaller size and (2 X 2 or 3 X 3mm) for bigger size**

DIE-BLADE SPECIFICATION			
MACHINE	WOD THICKNESS	TYPE	MINIMUM
ETERNA	15 mm	MOULD SIZE	550 X 590
		SHEET SIZE	650 X 680
DIECUT S1700	15 mm	MOULD SIZE	420 X 580
		SHEET SIZE	600 X 475

DIE-BLADE SPECIFICATION			
MACHINE	WOOD THICKNESS	MOULD SIZE	MINIMUM
PRESSING	18 mm	700 x 700	--
LMT	15 mm	1000 x 530	--

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STANDARD CUTTING BLADE			
MATERIAL	BLADE THICKNESS	CUTTING HEIGHT	
PP 30	3PTS.	IN-HOUSE	LMT
PP 45	3PTS.	23.8 mm	--
XL 38	3PTS.	23.8 mm	--
AXL 38	3PTS.	23.8 mm	--
PU	3PTS.	23.8 mm	--
PE	3PTS.	23.8 mm	30 mm