

EVIDENCE

Orientation and awareness regarding on encountered issue on detaching process.

Detaching work instruction was revised, proper detaching of CBMP items was included.

KANEPACKAGE PHILIPPINE INC.

ATTENDANCE SHEET

Submitted by: JOSEPH ANDREI PUMAR Date: 26-03-24

ACTIVITY: Detaching on gently and careful detaching of CBMP items to avoid scoring and other defects. 304-308-510.

Attendees

S/N	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1	RODRIGO	RODRIGO	PROD.	
2	JEANUEL	TRINIDAD	PROD.	
3	BARBARA	GUILLERMO	PROD.	
4	JAN WILSON	ALVARADO	PROD.	
5	MARCUS	ALVARADO	PROD.	
6	JOHN PAUL	RODRIGO	PROD.	
7	JOSE	RODRIGO	PROD.	
8	JOHN	RODRIGO	PROD.	
9	JOHN	RODRIGO	PROD.	
10	JOHN	RODRIGO	PROD.	
11	JOHN	RODRIGO	PROD.	
12	JOHN	RODRIGO	PROD.	
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Note: This form is confidential. Do not use as scratch paper. GSC01-FPS-Rev. 01 Page 1 of 1

KANEPACKAGE PHILIPPINE INC.

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WORK INSTRUCTION MANUAL

DATE OF EFFECTIVENESS: 25 03 13
PAGE: 1 OF 2

TITLE: **GUIDELINES FOR DETACHING PROCESS**
CONTROL NUMBER: **WI-PR-004-020**
REVISION NUMBER: **07**
PREPARED BY: JOSEPH ANDREI PUMAR
CHECKED BY: JOSEPH ANDREI PUMAR
APPROVED BY: JOSEPH ANDREI PUMAR

A. PPE REQUIREMENT

- 1) Safety Shoes
- 2) Gloves

B. GENERAL SAFETY REQUIREMENT

- 1) Report any incident, accident, near miss or hazards.
- 2) Observe proper hygiene during break time and after work.

C. IN CASE OF EMERGENCY

- 1) Immediately inform supervisor.
- 2) Immediately Inform Safety and 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, paper, hazardous).
- 2) Always observe energy conservation - Turn-off light, machine, electric fan, etc. when not in use.

1. Check the Job Order. The Job Order consists of customer's name, item description, quantity, and delivery date. It also includes the type and quantity of the materials to be used in production.

2. Before processing, Job Order shall be scanned first, and the initial quantity shall be input in the barcode scanner. Job Order shall also be scanned again after processing and input the final quantity of the produced item.

3. A drawing of the item description is attached to the JO wherein it illustrates the item's dimension, type of the material and the assembly. The drawing is considered as "The Bible" of the operations group.

4. Remove the trimmings of decutted board by using long nose plier or detaching tools if needed.

5. After the items have been detached, get 1-3 pcs of items per batch and inspect the flute holes to check if there are any excess profile left on it.

6. Check the item to be detach, some model must be detach one by one, some by five (5) pcs but should not exceed 30 pcs per batch for some item.

7. Detach the scrap using different kind of detaching tools depending on the shape and dimension of scrap.

8. Check the item to be detach, some model must be detach one by one, some by five (5) pcs but should not exceed 30 pcs per batch for some item.

9. Make sure that the item to be detach is on straight pile before insertion of detaching tools.

10. After the items have been detached, get 1-3 pcs of items per batch and inspect the flute holes to check if there are any excess profile left on it.

Note: When detaching CBMP items, particularly 3CB and 6CB items, make sure to carefully and gently detach the item to avoid occurrence of scoring and other defects.

FLUTE HOLE