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WORK INSTRUCTION MANUAL				DATE OF EFFECTIVENESS	PAGE
TITLE	CONTROL NUMBER	REVISION NUMBER	PREPARED BY	CHECKED BY	APPROVED BY
EQOS MACHINE SET UP AND OPERATION	WI-PR-002-029	14		25 04 14	3 OF 7

- A. PPE REQUIREMENT**
- 1) Knitted Gloves (during maintenance)
 - 2) Safety Shoes
 - 3) Rubber Gloves (during cyrel cleaning)

- B. GENERAL SAFETY REQUIREMENT**
- 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, near miss, or hazards.
 - 4) Observe proper hygiene during break time and after work.

- C. IN CASE OF EMERGENCY**
- 1) Immediately press the "emergency stop" button in case of emergency.
 - 2) Immediately inform supervisor.
 - 3) Immediately inform Safety and Health Team in case of injury-related emergencies.
 - 4) 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.

19. Attach the mylar in cylinder canal and make sure that it is at the center of the cylinder.

Ilagay ang mylar sa cylinder at siguraduhin na nasa gitna ito.

Note: Always use rubber suteban for those items with less than 500 mm in width and also for those items included in the form Masterlist of Items With Suteban (PR-002-F03) to be posted in EQOS with more than 500 mm in width. Also, place the magnetic suteban on the other printing unit if only one unit is being used.

Tandaan: Lagay lagyan ng suteban ang mga item na may sukat na mas mababa sa 500 mm ang lapad at ang mag item na naka lista sa Masterlist of Items With Suteban (PR-002-F03) na nakalagay sa EQOS na may sukat na higit sa 500 mm ang lapad. Ilagay din ang magnetic suteban sa kabilang printing unit kapag isang unit lang ang gagamitin.



20. Use Rubber Dust Remover for all single color item with single mylar in Printing Unit 2. The Rubber Dust Remover should be set-up in Printing Unit 1.

Gumamit ng Rubber Dust Remover para sa lahat ng solong kulay na item na may isang mylar para sa Printing Unit 2. Ang Rubber Dust Remover ay dapat na naka-set-up sa Printing Unit 1.

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21. Use the foot pedal to rotate the cylinder to locate the other cylinder canal.

Gamitin ang foot pedal upang ilokot ang cylinder at makita ang isa pang cylinder canal.



22. Insert the other end of the cyrel to the grip and tighten it using the wrench placed beside the cylinder.

Ilagay ang kabilang bahagi ng cyrel sa grip at hiipitan ito gamit ang wrench na nasa gilid ng the cylinder.



23. Prepare the tools to be used in the preparation of ink.

Itanda ang mga gagamitin sa paghahanda ng ink.

INK PAIL



ZAHN CUP #4



STOP WATCH



24. The pail has a guide to the limit of pure ink needed.

May palatandaan ang lalagyan ng ink kung gaano kadamang purong ink ang kailangan.



25. The required ink mixture is ZAHN CUP#4 = 9 seconds is the standard viscosity. If it is over 9 seconds, add some water to get the required viscosity. For the special ink like White color, the minimum viscosity is 12 seconds while the maximum is 13-14 seconds. After the 4hrs of continuous usage of ink, operator should change or recondition the used ink. Fill-out the EQOS Ink Hour Used Monitoring Sheets (PR-002-F12) to verify that the ink used is being monitored.

Ang required na ink mixture ay ZAHN CUP#4 = 9 segundo ang lapot. Dagdagang ng tubig ang ink kapag lagpas sa 9 segundo ang lapot nito. Para naman sa mga special color tulad ng puti, and minimum na lapot ay 12 segundo habang maximum ay 13-14 segundo lamang. Matapos ang apat na oras na tuloy-tuloy na paggamit ng ink, kailangan ng palitan o ikondisyon ang gamit na ink. Punan ang EQOS Ink Hour Used Monitoring Sheet (PR-002-F12) para ma-verify na sinusubaybayan ang paggamit ng tinta.





KANEPACKAGE PHILIPPINE INC.

ATTENDANCE SHEET

Submitted by:

J. Comiendo

Date:

250414

ACTIVITY

orientation to BBS operators regarding Rev. 14 of EBS work instruction
(WI-PR-002-029)

Attendees

	FIRST NAME	LAST NAME	DIV. / DEPT.	SIGNATURE
1	JOLITO	ACEJO	PROD'	
2	Edwardson	IGULAR	PROD	
3	MICHAEL	RAMBALDO	PROD'n	
4	SM	CONSEJERA	PROD	
5	Pedro	CHAVEZ	PROD	
6	MARAME	MICAW	PROD	
7	ED	DOVELLES	PROD	
8	ANTHONY	BETLO	Prod'u	
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