

SEPT. 17-2018

MAAM / SIR,

PATUNGKOL PO SA NASIRANG OIL SEAL  
NOONG ARAW NG BIERNES, SEPT. 14.  
HINDI KO PO NARANSIN NA BALIKTAD ANG  
PAGKAKABIT KO NG PYESA AT NAWALA SA KIP  
KO ANG FLOW NG LANGIS NG HYD. PUMP.  
SINUBUKAN NAMING TANGALIN ULIT ANG  
OIL SEAL NGUNIT SA HINDI INASAHAN NASIRA  
ANG PYESA. AT GAWA NA RIN NG  
PAGMAMADALI SA PAGKAT MASAMA ANG  
PANAHON AT DUMIDILIM NA.

HUMINGI PO AKO NG PASENSYA AT  
PAGUNAWA SA PAGKASIRA NG PYESA AT  
PAGKATRASO NG TRABAHO.

LUBOS NA GUMACALANG.

MARCO MARON

## INCIDENT REPORT FORM

Date: September 18, 2018

Branch: Kaybiga

Brief Description of the incident:

Mr. Marco did not notice immediately that he accidentally attached the oil seal improperly while fixing the hydraulic pump of payloader. He tried to detach it but it's too late because oil seal was damaged. Due to the incident happened; fixing the said equipment was delayed.

What happened?

1. Improper attachment of oil seal to hydraulic pump that cause of damaged on item being attached.

When did it happen? (Indicate date and time)

September 14, 2018; 3:00pm

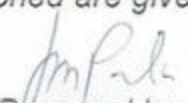
Where did it happen? (Indicate the specific place of the incident)

Nova Fiber Recovery Corporation - Motor Pool Area

Who are the persons involved?

Marco Zoler Marbil - Mechanic

I hereby certify that all facts and information above mentioned are given in the best of my knowledge.

  
Prepared by:  
Marylyn Joy Pula

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*This portion is to be filled by Branch Supervisors and Coordinators only.*

Corrective Action:

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Reviewed what happened and based on the evaluation there was a failure committed by the mechanic while trying to fix the equipment.</li><li>2. Give Notice to Explain regarding with the incident.</li><li>3. Failure resulted of damaged, mechanic was charged amounting of 1, 810.00</li></ol> |
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Preventive Action:

- |  |
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| <ol style="list-style-type: none"><li>1. Reorient mechanic about the importance of being careful on handling/proper maintenance of equipment especially when it comes on fixing damaged parts.</li><li>2.</li><li>3.</li></ol> |
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Received by:

\_\_\_\_\_

Date Received:

\_\_\_\_\_





September 24, 2018

TO:

EMPLOYEE NAME : MARBIL, MARCO ZOLER, T.  
POSITION : MECHANIC  
BRANCH : KAYBIGA

RE :

NEGLIGENCE TO CHECK PROPER ATTACHMENT OF OIL SEAL TO  
THE HYDRAULIC PUMP OF PAYLOADER

FR :

OPERATION

This office has received information/complaint of your alleged violation of company policy detailed hereunder:

***Negligence to check proper attachment of oil seal to the hydraulic pump on Payloader, that resulted to damaged of item being attached.***

In which it is a clear violation of our Company rules on **(Violated Company Policies)**

Please explain in writing and submit to the undersigned a letter explaining your side **within 120 hours** upon receipt of this notice. Failure to submit your explanation within the period above means that you waive your right to be heard and the management will decide on your case on the basis of the evidence at hand, and if warranted, impose the appropriate sanction.

Please be guided accordingly.

PANGILINAN, JEFFNOLD, R.  
BRANCH HEAD

Received By:

MARBIL, MARCO ZOLER, T.  
MECHANIC

Date Received:

9-24-18