



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 18-04238	Complete Name: May Aquino	Section: PD-PD4 SUZUKI	Date of Incident: July 27, 2020	Date Issued: September 17, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On July 27, 2020, it was reported that you allegedly conducted not following SOP, hanging of subwire on assembly jig during process as reported by I-Alert member named J.Masapol.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by Suspension of six (6) to fifteen (15) working days for 3rd offense.



(Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

FREQUENCY OF OFFENSE

<input type="checkbox"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input checked="" type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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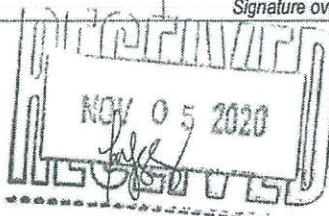
Issued by: Bebelyn De Castro	Noted by: Katherine O. Cabrera	Received by Employee: May Aquino	Date Received: 09/21/2020
Immediate Superior Signature over Printed Name	Manager Signature over Printed Name	Signature over Printed Name	

Part 2: (To be filled-in by concerned employee)

EXPLANATION

Good morning po. Nakaportion po ako ng araw na yun. pero hindi po yung welding yung mismong nitelay-out ko. mga delay po yung mga lay-out kaya inaadvice ko yung portion ko ng Sub#10 at Sub#03. Nakita ko po yung welding na nakatagay na sadya sa board. tapos nakita po ng I-Alert hinanangan po kasi alam ko na banal dun ilagay. tapos tinanong po ako ng I-Alert kung kaninong lay-out yung sabi ko po kay dulac. siya naman po kasi yung naglagay at nagpatanong naon sa board. Sinabi po ng tatat na audit yun. nung una di po talaga ako yung io-audit kasi di paman po ako yung naglagay. tapos po tinanong ako nung tatat ang sabi ako daw po kasi ako ang last touch, kala na po ako nagawa iakin ko na po. kahit alam ko naman po sa carili ka na hindi ako ang mali. ang sakin lang naman po kaya ko hinanangan yung welding kasi napansin na siya ng I-Alert. ayoko naman po ng may magaudit sa amin.

May Aquino	Date prepared: 09/21/2020	Katherine O. Cabrera	Date Received: 10/15/2020
Employee Name Signature over Printed Name		Explanation received by: Signature over Printed Name	



Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
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Result of Investigation:

did not use properly the jig during layout w/ may cause long / short dimensions.
She is the last touch on that portion & she accepted that, that is her portion.

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> 10 Workings Days	Date from 11/16 to 11/24	Date Returned to work 11/25
Dismissal	Effective Date:	Offenses Against: bcc 1	12002
Remarks:	SHE WILL BE GIVEN PENALTY FOR MAXIMUM SUSPENSION 3 IN WILL BE CONTINUED INTO 11/25		
Issued by: Bebelyn De Castro (Signature over Printed Name)	Recommended by: K. Cabrera / E. Cailao (Signature over Printed Name)	Approved by: M. G. ... (Signature over Printed Name)	Noted By: M. Kawase / M. Yokuda (Signature over Printed Name)
Date:	Date: 10/16/2024	Date:	Date:

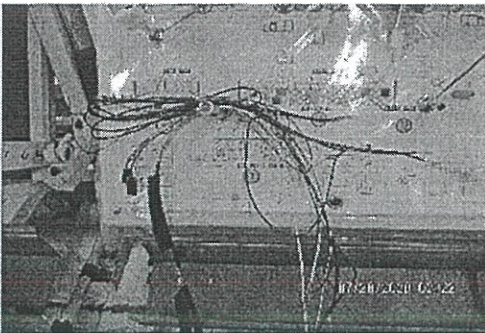
Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.

In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

Employee Signature over Printed Name: _____

Date Received: _____

Date & Time59:74A7259:73A	July 27,2020/008:05	Illustration	Action Taken
Shift & Group	NS/B		
Car Maker/ Model	Suzuki YD1		
Line No.	5123		
Name	Aquino May		
ID No.	18-04238		
Batch No.	113		
Process	Lay out		
FAS or Agency: specify	FAS Expert		
Person Informed	C.Ramos		
Audited by:	J.Masapol		
Reason/Risk:			
Audit Details			
Not following SOP Hanging of subwire on assembly jig during process.			



Minutes of Meeting

Date : October 10, 2020

Prepared	Examined	Verified	Noted
 V. Lasin	 B. De Castro	 K. Cabrera	 E. Cailao

Location: PD4 Control Area

May Aquino Hearing

Attendees :

Katherine Cabrera
Cherry Ann Ramos
Bebelyn De Castro
Veronica Lasin

Details:

Not following SOP(Hanging of subwire on assembly jig)
Date of incident: July 27, 2020

Hearing Meeting Summary:

Ayon kay May nakaportion daw sya noong araw na yun. Mga delay daw ang mga layout kay nag advance sya ng portion nyang Sub #10 at Sub #03. Nakita daw nya yung welding na sadya nang nakalagay sa board, nakita ng I-alert na hinawakan nya ito kase alam nyang bawal itong ilagay doon. Tinanong sya ng I-alert kung kaninong layout yun at ang sabi nya ito ay kay Dulce na syang sadyang nakaportion dun. Sinabi ng I-alert na audit daw yun. Noong una daw hindi sya ang io-uadit ng I-alert pero dahil sya ang last touch sa kanyang binigay ng I-alert ang audit kaya tinanggap na lamang niya ito. Tinatanggap niya na siya ay na-audit. Hindi na daw po ito mauulit.

Start Of Minutes: 3:00pm

End of Minutes: 3:20pm



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: Hearing
Venue: PDY Control Area
Facilitator: Katherine Cabrera

Date: 10/18/2020
Time: 3:00 - 3:20pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Cherry Ann Ramos	PDY	Staff	Cherry
2	Rebelyn De Castro	PDY	Staff	Rebelyn
3	Mhy Aquino	PDY	Staff	Mhy
4	Veronica Lann	PDY	Staff	Veronica
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

[Signature]
Facilitators Signature/Date: