





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29669
NAME : Corachea, Erick Zabala 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	1st 1 day 11/6/19
 10/21/19	
Per Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Corachea, Erick Zabala

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description:


Not following SOP in inspecting the product

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
19_PK29669


FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29669
NAME : Corachea, Erick Zabala 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 19-Sep-19 to name: Corachea, Erick Zabala

Violation Offense | Y

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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
Description :

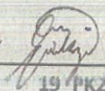
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NOTED BY:


PKIMT Management

Conforme: 

19_PK29669

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION



FAS

Control No: FAIP-1A-1909-1329



AGENCY

Please Specify: PKIM

<u>M. DE CAMPO</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: CORACHEA, ERICK
Position: ASSOCIATE
ID Number: 19 PK29669
Batch No.: 250
Car Model/Line: SUZUKI / 5120

Process: APPEARANCE
Group/Shift: A / DS
Date/ Time: 09-19-19 / 9:40 AM
No. of Offense: 1
Superior Name: A. LIMONTE

Audit Findings: non compliance or failure to follow the standard operational procedure in inspecting the product.

Details:

Inspector did not compare actual harness to Master sample.

Inspector did not follow the proper way of checking connector.

WRITTEN EXPLANATION

I Erick Corachea of line 5120 SUZUKI YD1 MERGE have been Audited by not ~~comparing~~ following the rules & standar of inspection such as not comparing to the master sample & improper way of checking of checking the harness connector. ~~Although~~ i been audited i ~~have~~ ^{didn't} ~~for~~ ^{because} reasons first my master sample is Not good to compare with so im basing on the inspection board as far as i know im comparing it properly but theres a lot of missing connectors & branches on my master sample but i know the check point so i think im doing it properly I am sorry for this will follow the proper & standard way of inspection

Remarks/ Evaluation:

1 already give written explanation.

1 Dont be responsible of Appearance Inspector, Jk. staff conduct monitoring.

Issue Penalty

CORACHEA, ERICK
Signature of Employee
Date: 09/19/19

J.P.
Jr Staff
Date: 10-02-19

Staff
Staff
Date: 10-18-19

M. Limonte
Supervisor
Date: 10-02-19

G. Magadia
Manager
Date: 10-02-19

FAS		Final Assembly Assurance/Appearance Inspection Process		DOCUMENT TYPE: WORK INSTRUCTION		PAGE NO: 1 OF 4	
EQUIPMENT		EQUIPMENT USED		DOCUMENT NO: FALP-WI-QCA-15005		EFFECTIVITY DATE: Feb-23-2019	
ALL	Master Sample, Registered Bailpen, Daily Checks reets	Quality Assurance Inspection Board, IRCS, Pasttape Supplying Machine	IRCS	Prepared by: Sharon Monte	Checked by: Annabel Nichol	Verified by:	Approved by:
FORMS		SCOPE		FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-16003, FALP-WI-QCA-15007, ZIK-025-E			
QCA-023 Appearance/ Assurance Daily Checksheet, Tools and Materials, QCA-007 Final Assembly Process Inspection Record, QCA-019 Final Assembly Process Internal Defect Monitoring-QCA-024 Appearance/ Assurance Lacking Sets Monitoring Form, MEI-059F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-3), MEI-069F1 Daily Inspection Records of Measuring Tapes, FGI-007 Master Sample Daily Inspection Record, PPG-001 Inspection Item Check Sheet		To serve as instruction for Quality Assurance Inspection		Final Assembly Process			
1.		2.		3.			
<p>1. For preparation, conduct 5' in inspection area and check the condition of inspection board and master sample base on the MEI-055F: Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.</p> <p>1.1 Check also the condition of tools and materials using forms of MEI-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/ Assurance Daily Checksheet of Tools and Materials.</p> <p>1.2 After filling-out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer to FALP-GL-QCA-LS-143 Proper "reimbursement on Lacking Harness and if there is no lacking harness, log = to IRCS using own QR code.</p> <p>1.3 Get the harness from the hanger/polytainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).</p> <p>NOTE 1: In case line has no master sample or the master sample is in no good condition, inspector will use Daily Sample provided by QA/PPD Jr. Staff/Staff. Daily Sample "card must be attached on the daily sample harness. Refer to FALP-GL-QCA-LS-16003 Control of Master Sample</p> <p>NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.</p>		<p>2. Lay out the wire harness into the Inspection Board and barcode the nameplate.</p> <p>Note 1: Must layout one (1) harness at a time.</p> <p>Note 2: For those products without nameplate, barcoding are not applicable.</p> <p>Note 3: Inspector must update the product label card based on the actual product number running on inspection.</p> <p>Note 4: In case of lacking set, finished first the current inspection before starting lacking harness to avoid mixing different products</p>		<p>3. Get the corresponding polycard of the harness for inspection.</p> <p>Note 1: Check the tag code indicated on every nameplate if it is the same as the tag code indicated in the polycard.</p> <p>Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.</p>			
<p>4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polycard.</p> <p>Note 1: Write also all the required marking (ex. marking for customer claim, rack audit claim) in polycard before setting to polycard holder (if applicable).</p> <p>Note 2: For harness that will undergo first Good inspection refer to OI NO: ZZZK-025-E</p> <p>Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. (refer in Good and No good condition beside)</p>		<p>4.1.2 Process to inspection process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-011 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.</p> <p>Note: In case inspector found MG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.</p>		<p>4.1.3 Push the button for pass tape and attach to the harness.</p> <p>4.1.4 Mark the pass tape using register bailpen as indication that the harness pass the Assurance/Appearance inspection.</p>			

FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		WORK INSTRUCTION		PAGE NO. 1 OF 1	
DOCUMENT TYPE: DOCUMENT NO. FALP-WI-QCA-15008		REVISION NO. 3		EFFECTIVITY DATE: May-08-2019	
MATERIALS		REFERENCE		APPROVAL	
N/A		Alignment Jig		Prepared by: Checked by: Verified by: Approved by:	
FORMS		SCOPE		Staff Supervisor Asst. Manager Sec. Manager / Dept. Manager	
N/A		Final Assembly Process		L. Mindanao S. Morfe B. Ramirez A. Nichor / T. Maruoka	
To set instruction on how to check the condition of connector properly		FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GI-ESH-18006			
 <p>1</p>		 <p>2</p>		 <p>3</p>	
<p>• Check the mating part of connector</p> <ol style="list-style-type: none"> 1. No terminal backing out (must check in vertical and horizontal position) 2. No damage part (all edges must check) 3. No foreign matter attached 4. No excess burr 5. No deform part of connector 6. No bend/deform/open tip terminal (must check in vertical and horizontal position) 7. No wrong plating of terminal (gold/tin) 8. Presence of red mark (for male connectors that has alignment jig) 9. Presence and condition of Fracseal in rubber seal (applicable for water-proof connectors) <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p>		<p>• Check front side of connector based on connector lock position (unless otherwise specified)</p> <ol style="list-style-type: none"> 1. No wrong part 2. No damage part (all edges must check) 3. No foreign matter attached 4. No excess burr 		<p>• Check back side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No half locked retainer 	
 <p>4</p>		 <p>5</p>		 <p>6</p>	
<p>• Check right side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 		<p>• Check left side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 		<p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> 1. No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition) 2. No damaged insulation/exposed core wire 3. Condition of inserted wire (no pulling out or TBO) 4. Presence and condition of grommet and turnusen (applicable for water-proof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector:</p> <ol style="list-style-type: none"> a. Bending portion must be 60mm away from neck of connector. b. Avoid too much bending of branch. 	
					
<p>NOTE 1: Slightly touch the retainer using thumb finger from left to right and right to left to be checked if the retainer is already locked or unlocked (refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer Lock)</p> <p>NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.</p> <p>NOTE 3: These applies to all connectors except special connectors while in retainer and connector lock are situated on different location.</p>		<p>NO GOOD condition on proper way of checking connector.</p> <p>WARNING</p> <ol style="list-style-type: none"> 1. In case of Abnormalities, Please 2. Stop the Production or Process 3. Call the attention of Jr. Staff / staff 4. Wait for further advise 5. Wear proper PPE (Refer to FALP-GI-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE 6. Be careful not to cause injury during inspection of wire/harness 		<p>3</p>	