



## FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

## **INCIDENT REPORT FORM**

Part 1: (To be filled-in by the immediate Superior)    Part 1: (To be filled-in by the immediate Superior)   NGIDENT REPORT	ID Number:	Complete Name			Section:	1 ( 91	Date of Incident:	Date Issue	ed:
On March 13, 2020, it was reported that you allegedly conducted not following SOP, for not using COT jig during attachment of RCOT in assembly process as reported by I-Alert member named D.Tiamsenn.  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 World Business Standard 44 Falture 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 one (1) to five (5) working days for 2nd offense.  FREQUENCY OF OFFENSE  144 Offense  144 Offense  2nd Offense  3rd Offense  3rd Offense  3rd Offense  4rd Offense  5rd Offense  3rd Offense  4rd Offense  5rd Offense  144 Offense  5rd Offense  3rd Offense  4rd Offense  5rd Offense  150 Offen	19-05043	April Flores							
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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 one (1) to five (5) working days for 2 <sup>rd</sup> offense.    Please explain in writing within	accountly process as reported by PAREL member hamed D. Hemsem.								
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FREQUENCY OF OFFENSE    1st Offense   2st Offense   3st Offense   4st Offense   5th Offense     Issued by:	(Please explain in	writing within	_hours/ <u>days</u> u	pon receipt of this	s report. Faile	ıre to do so,	means you have waive	d your right to be fi	eard.
Issued by: Belletin De Castro  Manager Signature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reserved by Employee April Flores  Fignature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reserved Manager Signature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reserved Manager Signature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reserved Manager Signature over Printed Name  Date prepared: Katherine D. Cabrera Signature over Printed Name  Part 1: (To be filled-in by concerned employee)  EXPLANATION  Reserved: April Flores Employee Name Signature over Printed Name  Date prepared: Katherine D. Cabrera Explanation received by: Signature over Printed Name  Date prepared: Signature over Printed Name									
Belelyn De Caletto  Katherine D. Caletea  April Flores  Immediate Superior Signature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reserveys of shrows a po dro nockagamin ng cotking nung time na un dahil po an arderang alway na po non alan kee pang mali ang nagawa ito di pa po maku lit  Date prepared:  April Flores  Employee Name  Date prepared:  Katherine D. Cabrera  Explanation received by: Signature over Printed Name  Date Received:  Lo - Jo - Joo Explanation received by: Signature over Printed Name	1st Offense	2nd Off	ense /	☐ 3rd Offe	ense		4 <sup>th</sup> Offense	5 <sup>th</sup> Offen	ise
Immediate Superior Signature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION    Concerned employee   EXPLANATION			Noted by:	n: ()	1.6	eceived by Fr	noloves (A	Data Pagaires	
Signature over Printed Name  Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reconstant in a po dro neckagamit ng cotting nung time na un dahil po an arderang dalay na po non alan ko pang mali ang nagawa ito di pa po maku lit  Date prepared:  April Flores  Employee Name  Employee Name  Signature over Printed Name			Kath				April Flores		
Part 2: (To be filled-in by concerned employee)  EXPLANATION  Reserve of the filled in a po dep nackagamit ng cotking nung time na un dahil po an a sobrang although na po non alan ke pang mali ang nagawa to di pa po maku lit  Date prepared:  April Flores  Employee Name Signature over Printed Name  Date Received:  Katherine O. Cabrera  Explanation received by: Signature over Printed Name  EXPLANATION  Date prepared:  Katherine O. Cabrera  Explanation received by: Signature over Printed Name			Manager Signature over Printed Name		,	Signature over Printed Name		1090-2020	
EXPLANATION  Becase of throte ma po do nackagamit ng coticing nung time na un dahil po ma undahil po ma undahil po ma undahil po mau lit  Date prepared:  April Flores  Employee Name  Signature over Printed Name  EXPLANATION  Date prepared:  Name of throte is not a undahil po nung time na undahil po magawa is nungawa is nungaw			Part 2:	(To be filled-in b	y concerned		A STATE OF THE PARTY OF THE PAR		
Date prepared:  April Flores  Employee Name Signature over Printed Name  Date Received:  Katherine O. Cabrera  Explanation received by: Signature over Printed Name  Signature over Printed Name									
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Date prepared:  April Flores  Employee Name Signature over Printed Name  Date Received:  Katherine O. Cabrera  Explanation received by: Signature over Printed Name  Signature over Printed Name	1000 040	throw na	po dro 1	nakaganii n	g cotti	g nung	tme na un a	dahil po	
Date prepared:  April Flores  Employee Name Signature over Printed Name  Date Received:  Katherine O. Cabrera  Explanation received by: Signature over Printed Name  Signature over Printed Name	601 AN 2001G	ng array	na po i	101 alan	les pon	g mali	ang nagawa 14	, dipa	
April Flores  Employee Name  10 - 10 - 2030  Explanation received by:  Signature over Printed Name  Signature over Printed Name	po manuli	l • •							
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Part 3: (To be filled-in Immediate Superior)  EVALUATION / INVESTIGATION								
Minor Offens	se	Varning Written Warning	Major Offense	Suspension	☐ Dismissal			
Result of Investigation:								
ore minutes of marking.								
		RECOMMENDAT	TION / CORREC	CTIVE ACTION				
Suspension	✓ 1 Workings D	ays Date from 12 1/11/22	10 127/11/2021	Date Reti	urned to work 12/12/22			
Dismissal	Effective Date:	Offenses Against:						
Remarks:								
	Bebelyn De Castro  K. Cabrera F. Callao  Approved by:							
(Signature ove	er Printed Name)	Section/ Department Manag (Signature over Printed Name)  Date: 10-23   2020	Date:	Huiman Resources Signature over Printed Name)	President  KAYFASE (Signature over Printed Name)  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:								



## FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.

•				ATTE	NDANCE	FORM	6			Seminar Orientation
Title:		Hearing	IR.		٠,	• • •	Date:	Dot	25.6	Meeting
Venue: Facilitator:		6. Verge	intact				Time:	2:30		
· .   :	•	NAME .	1.	T 0	FDA DTA/E	AIT .	DOCITION.	,		

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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.

D. Verladia 2:30 an Facilitators signature/Date:

7AS	Minutes of Meeting	Prepared Examin	01/0	Noted			
Date: October 23, 2020		R.S Andaya O.Verge Location : PD4 Contr	ara R.Cabrera	E. Callao			
Attendees :	April Flores Hearing		r s				
Olive Vergara							
Details;							
Not Following SOP (not using COT jig during attachr Date of incident: March 13, 2020	ment of RCOT in assembly process)						
Hearing Meeting Summary:	· •						
Affected associate (Acting Expert)  Support on process. Do insertion of RCOT without COT jig.							
Aware of the NG procedure but still continue to p  As stated by the member before only 1 COT jig.	rocess due to lacking jig on that line.						
☐ As checked to the Jr. Staff in charge, there are 2 C ☐ Affected expert was aware regarding COT jig cond	OT jig on the line. 1 COT is missing but immidiat	tely reported to Staff.					
, and the state of	rition yet still do not follow SOP.						
			51				
art Of Minutes: 3: 2:30am d of Minutes: 3:00am							

Date & Time	March 13,2020/11:42				
Shift & Group	·· NS-B				
Car Maker/ Model	Suzuki YD1				
Line No.	5123				
Name	Flores, April				
ID No.	19-05043				
Batch No.	64				
Process	Assembly .				
FAS or Agency: specify	FAS Associate				
Person Informed	C. Ramos				
Audited by:	D Tieu				

Reason/Risk:

Audit Details

Not Following SOP
Not using COT jig during attachment of RCOT in assembly process.

