

Reference No.:

MWM-MOBC-2020-00008460

(Noted By: \_\_\_\_\_)

~~Immediate Supervisor~~

Approved By:

Client Manager

# WARNING LETTER

To : Piñon, Chona  
Employee Number : MWM00007848  
Department : PDA. Escuela 424 5/20  
Subject : 1ST WRITTEN WARNING LETTER  
Violation Date : Sept 9, 2020

This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: Not following SOP. Nnot undating final assembly process minor repair record when encountered insufficient taping in appearance.Item

Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally at all times.

So ordered,

**Rachel D. Mercado**  
*Operations Manager*  
Megatrend Workforce Management

I acknowledge by my signature below that I have been afforded with the due process of law, and the opportunity to review prior to signing this correspondence. I understand that this warning letter will be placed in my personnel file and will form part of my employment records.

Kw      09-04-21  
Employee's Signature/ Date

*Noted by:*

HR-FURUKAWA AUTOMOTIVE SYSTEM

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Megatrend

Control No: FALP-1A-2009-7181

<u>R. VANCE</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Piñon, Chona Process: Megatrend Appearance  
 Position: Associate Group/Shift: DS-B  
 ID Number: MMH00007848 Date/ Time: Sept. 9, 2020 / 7:54  
 Batch No.: 278 No. of Offense: 1st  
 Car Model/Line: Suzuki 72R / 5126 Superior Name: C. Reyes

Non-compliance Reference/Document  
Control Number:

FALP-GL-QCA-MD-CM

## Details of Audit Findings: Not following SOP

Not updating Final Assembly process minor repair record when encountered insufficient taping in Appearance.

## WRITTEN EXPLANATION

I, Chona G. Piñon didn't fill up the FINAL ASSEMBLY PROCESS MINOR DEFECT RECORD it is because, way back then I started to inspect the harness (D6812-0310-3-R) when I encountered insufficient taping on the portion of NCDI 5 - FALP 6-lac near clamp CL-20190-W seq. 3. I called our expert to do minor repair which is adding tape on that portion. After repairing the harness, I inspected it again to make sure that the <sup>harness</sup> was already fixed and I press the OK button after. I packed that harness on the poly box and got another harness after to re-inspect again. It was the first harness I inspected and I forgot to write down the details of minor repair because my mind set was to meet our hourly targets. It was 7:20 am - 7:30 am if I'm not mistaken.

## REMARKS/ EVALUATION

☐ i-Alert written only ☒ Agency/FALP Written Only (based on handbook)  
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Piñon, Chona G.</u> Employee Date: <u>SEP 21, 2020</u>	<u>M. Martinez</u> Jr Staff Date: <u>10/02/20</u>	<u>D. Murray</u> Staff Date: <u>10/12/2020</u>	<u>C. Carabias</u> Supervisor Date: <u>10-13-2020</u>	<u>O. Velazquez</u> Manager Date: <u>11/14</u>
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**Megatrend**  
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MWM00007848	Piñon, Chona G.	Graviti	Sept 9, 2020

\*\*\*NOTICE TO EXPLAIN\*\*\*

NATURE OF OFFENSE: 1st offense

ITEM NO. Not following SOP

I did not fill up the Minor Defect Record because I was in a hurry to meet our hourly target and for me it doesn't cause direct harm to the harness after all.

Counter measure:

I will closely do step by step procedure so I will not forget to fill up all the checksheet I have to fill-out.

CHONA G. PIÑON 9-09-21

Signature Over Printed Name / Date