



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 : 18_PK27257
NAME : Velasquez, Roselyn Asi *havelasquez*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : October 22, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd - 2 days Suspension</i> <i>Nov. 8-9 9211</i>
Line	<i>FURUKAWA COT 7101 - 16/A</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / <i>10-28</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/25/2019 to name: Velasquez, Roselyn Asi

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 Follow SOP - Failure to follow the standard operational procedure 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:

[Signature]
PKIMT Management

Conforme: *havelasquez*
18_PK27257

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1481

☒ AGENCY

Please Specify: PKIMT

<u>JR. ROYES</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Velasquez, Roselyn
 Position: Associate
 ID Number: 18-PK27257
 Batch No.: 233
 Car Model/Line: Subaru 17101

Process: Appearance
 Group/Shift: A / NS
 Date/ Time: 09-25-19 10:25 AM
 No. of Offense: 1st and
 Superior Name: J. Afienza

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product.
 Details: Inspector did not follow the proper way of checking connector

WRITTEN EXPLANATION

Ako po si Roselyn Velasquez ng Subaru line 17101 ay nangangako na sinusunod na po sa proper way of checking connector. Hindi na po mai-uhit ang ganung pang-yayari. Paresensya na po kayo.

Remarks/ Evaluation:

1 day suspension

R. Velasquez
 Signature of Employee
 Date: _____

Justina Alarcon
 Jr Staff
 Date: 9-27-19

J. Afienza
 Staff
 Date: 9/27

J. Afienza
 Supervisor
 Date: 9/27

J. Afienza
 Manager
 Date: 9/30



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

MEMORANDUM NO. HRADM

TO : 18_PK27257

NAME : Velasquez, Roselyn Asi

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 22-Oct-19

This refers to the alleged offense(s) you have committed at 25-Sep-19 to name: Velasquez, Roselyn Asi

Violation Offense I 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 :

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This is for your guidance and strict compliance.

NOTED BY:









PKIMT Management

Conforme: 
18_PK27257

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

PROPER WAY OF CHECKING CONNECTOR

CAR MODEL		MATERIALS		DEVICES / EQUIPMENT USED		REFERENCE		DOCUMENT TYPE		WORK INSTRUCTION		PAGE NO. 1 OF 1	
All		N/A		Alignment jig		Final Assembly Process		FALP-WI-QCA-15008		Revision No. 3		EFFECTIVITY DATE: May-08-2019	
FORMS		PURPOSE		SCOPE		APPROVAL		Prepared by:		Checked by:		Verified by:	
N/A		To set instruction on how to check the condition of connector properly		N/A		N/A		L. Mindanao Staff		S. Morfe Supervisor		B. Ramirez Asst. Manager	
								FALP-CP-QCA-17074				A. Nachor / T. Maruoka Sec. Manager / Dept. Manager	
								FALP-WI-QCA-15015					
								FALP-GL-ESH-18006					

 <p>1</p> <ul style="list-style-type: none"> • Check the mating part of connector 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 pack-in rubber seal (applicable for water proof connectors) <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p>	 <p>2</p> <ul style="list-style-type: none"> • Check front side of connector based on connector lock position (unless otherwise specified) 1. No wrong part 2. No damage part (all edges must check) 3. No foreign matter attached 4. No excess burr 	 <p>3</p> <ul style="list-style-type: none"> • Check back side of connector 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> <ul style="list-style-type: none"> • Check right side of connector 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 	 <p>5</p> <ul style="list-style-type: none"> • Check left side of connector 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 	 <p>6</p> <ul style="list-style-type: none"> • Check the insertion part of connector 1. No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged Cavity Part of all Common Connectors, for the applicable 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 tsumesen (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"> Bending portion must be 50mm away from neck of connector Avoid too much bending of branch 	 <p>7</p> <p>NO GOOD condition on proper way of checking connector</p>	<p>1 WARNING</p> <p>In case of Abnormalities, Please</p> <ol style="list-style-type: none"> 1. Stop the Production or Process 2. Call the attention of Jr. Staff / staff 3. Wait for further advise <p>2 Wear proper PPE (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE)</p> <p>3 Be careful not to cause injury during inspection of wireharness</p>																				
<p>DETAILS OF CHANGE</p> <table border="1"> <thead> <tr> <th>DR/GR No.</th> <th>Revision No.</th> <th>Effectivity Date</th> <th>Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness)</th> </tr> </thead> <tbody> <tr> <td>QA-QCA-L3a-1905-015</td> <td>3</td> <td>May-08-2019</td> <td>Align sequence of checking to current process (sequence no. 2, 3, 4, & 5); changes of picture item no. 6; additional instruction and note on sequence no. 1, 3, 4, 5, & 6; Remove check item for (color/size/type of wire) already checked item of sub assembly operator using Sub PC; Remove checking of deform insulation barrel and bend-up/down terminal (checked item of Initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and tsumesen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</td> </tr> <tr> <td>QA-QCA-L3a-1707-001</td> <td>2</td> <td>Jul-24-2017</td> <td></td> </tr> <tr> <td>A3a-1610-007</td> <td>1</td> <td>Oct-21-2016</td> <td>Update the sequence number of Process, additional comment for sequence No. 1</td> </tr> <tr> <td>A3a-1507-022</td> <td>0</td> <td>Jul-25-2015</td> <td>First issue per ISO 9001:2008 Quality Management System</td> </tr> </tbody> </table>								DR/GR No.	Revision No.	Effectivity Date	Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness)	QA-QCA-L3a-1905-015	3	May-08-2019	Align sequence of checking to current process (sequence no. 2, 3, 4, & 5); changes of picture item no. 6; additional instruction and note on sequence no. 1, 3, 4, 5, & 6; Remove check item for (color/size/type of wire) already checked item of sub assembly operator using Sub PC; Remove checking of deform insulation barrel and bend-up/down terminal (checked item of Initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and tsumesen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference	QA-QCA-L3a-1707-001	2	Jul-24-2017		A3a-1610-007	1	Oct-21-2016	Update the sequence number of Process, additional comment for sequence No. 1	A3a-1507-022	0	Jul-25-2015	First issue per ISO 9001:2008 Quality Management System
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