

## **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: BACAY, ROSELYN** 

**EMPLOYEE NUMBER: BF-15258** 

**DEPARTMENT: HONDA INITIAL** 

**DATE: JANUARY 22, 2020** 

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

### **RECOMMENDATION:**

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

VIOLATION COMMITED: NOT FOLLOWING SOP. Associate advance input of C/H and I/H value for ending data, last Nov.4, 2019.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a \_\_ one day suspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

		RECOMMENDATION
PREPARED BY:	genosoun	DATE OF SUSPENSION: Feb - 17, 2020
PREPARED BY:	Emily L. Osorio  MDHII HR COORDINATOR	DATE RETURNED TO WORK SHIFT:  NEED FOR REFRESHER:  YES  YES
NOTED BY:	Ms. Chady Dosono MDHII BRANCH MANAGER	SIGNATURE OF EMPLOYEE  SIGNATURE OF EMPLOYEE  IMMEDIATE SUPERVISOR  CLIENT'S MANAGER  Reminder: Iwanan ang ID sa Coordinator bago ang suspension da kunin ito pagbalik after suspension bago mag 8am/pr
	$\sim$	

**Employee's Signature Over Printed Name/Date** 

EMILY L. DSONID

Guerann

Received by:

Signature Over Printed Name/Date

01-21-2020



# **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: BACAY, ROSELYN** 

**EMPLOYEE NUMBER: BF-15258** 

**DEPARTMENT: HONDA INITIAL** 

**DATE: JANUARY 22, 2020** 

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

VIOLATION COMMITED: NOT FOLLOWING SOP. Associate advance input of C/H and I/H value for ending data, last Nov.4, 2019, which subject you in 1 to 5 Days Suspension.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:	auroun	
	Emily L. Osorio	
	MDHII HR COORDINATOR	
NOTED BY:		
	Ms. Chady Dosono	
	MDHII BRANCH MANAGER	

### **EMPLOYEE'S EXPLANATION:**

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NOTE: You may use an extra sheet as needed

BACKY POSEUM P. 01/22/20

Received by: Emily 1. OSDNO 61-22-2020

**Employee's Signature Over Printed Name/Date** 

**Signature Over Printed Name/Date** 

# I ALERT WRITTEN EXPLANATION

FAS			Control No	: FAIP - 1A - 1911 - 2091
AGENCY		*	Durch Worden	1 (00)
Please Speci	fy: NOHII		J. Abanodor	G Magadia
			Audited By:	Noted By:
Name:	Bacoy, Roselyn	Process:	Manual eximping	
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ID Number:	8715258	Date/ Time:	NOV. 4, 2019 10:2	20
Batch No.:	263	No. of Offense:	<u>B</u>	
Car Model/Line:	Honda Initial	Superior Name:	R. Cambal	•••
Audit Finding		-06	***************************************	•••
Details:		391	*	
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Signature of Employee	Jr Staff	Stoff	Supervisor	Mapheer
Date: 11 / 18/19	Date: 11/13/19 Dat	e: 11/8/A Da	te: 112119	late:

FURLIKAWA AUTOMOTIVE SYSTEMS All Models Wire, Terminal, Kanban, Gomusen, Finger Cots or

# MANUAL CRIMPING PROCEDURE

Manual Crimping Machine (Zton, Aton and Ston), Peak Loupe, Applicator, C/H Micrometer, Blade Micrometer, Ruler, Oiler (If Applicable)

IN-10CR110 Format 2, PRU 003-Initial Process Downtime Monitoring
MEI 03151- Daily Inspection Record of Crimping Machine 2,4 & 5 To properly perform the manual crimping method

Gloves

DSM-10CB201 A, OSM-10CB201 Avera 5, OSM-10CB124 Avera 2, OSM-

10CB124 Annex 3, OSM-10CB124 Anno 3, OSM-10CB124 Averx 10, FAUN-WHENG-15-177, OSM-10CB134

Danke Manalo

Initial Process

FALP-WI-ENG-MC-009

WORK INSTRUCTION

Aug-14-2019

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Asst. Manager Placido Malquez/ Keikchiro Hoyama

Department Mngr./ Division Mngr.

Total Can Maria Rojdud Sedien Nuchere Name 1 MCD14



100

3. Open the CCIS II Manual Crimping System

हादा आध्यादार

1. Check the kanban and its actual wire

- Double Crimp (Paired kanban)
Note: 1. For double crimp check the shikakari no. Must wear

2. Set up the applicator and terminal needed baseg on kanban. Refer to OSM-IOCRUI Annex 5 for the method of using eller. Note: a. Check the applicator safety cover both for front and side part. It must be clear, nor damaged and

not elevated.

b. Check the proper alignment of terminasto applicator anvil.

gloves or finger cats to avoid terminal rust.

2. Perform Daily inspection of Machine using MEH-031F1
Daily inspection Record of Crimping Machine 2, 4 & 5 Tons.

4.1 input the shift.
4.2 input the User I.D and password of the operator,
4.3 (lipt for Core.)
4.5 (lipt 'OK'.
Note: Be careful on selecting shift. Make sure to select the proper shift so that the data can be read by the system correctly.



AD



7.2 Crimp the sample using foot switch 7.1 Get a sample wire.

Press the start button to run the machine.
 Note: Other machine have one button only

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In sequence, scan the applicator barcode, terminal barcode, gornusen barcode/ tibe barcode
(when applicable) and kanbarn barcode. Dath will be save on CCIS II.
Note: To prevent the quality issues, using of wrong components and using of additional
Indianan application are prohibited.





10.1 Test the tensile strength of sample. Refer to FALP-WI-ENG-TS-177 Tensile Strength Test.

Special Characteristic: Terminal pulling strength

3. Measure the crimp height and insulation height value of the sample Special Characteristics AST - C/H (Except Mazda), I/H 四元 COPY

Special Characteristic:

Inspett the appearance of the sample, Refir to OSM-10CB124 Annex 10 for the use of loupe and OSM-30CB124 Annex 3 for terminal crimping status.
 Notes:Use peak loupe as needed. Must wear gloves or linger cells when inspecting terminal to

- Crimping status