



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

Subaru Initial: A

INCIDENT REPORT FORM

ID Number: 18-04224	Complete Name: Agonia, Kathlyn	Section: Production 5/ Subaru Initial	Date of Incident: January 28, 2020	Date Issued: September 23, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 28, 2020, it was reported that you allegedly put clear tape on wire sensor at cutting and crimping process as audited by I-Alert member, R.A. Manjarez.

In view of the above, please explain in writing within 24 hours why no disciplinary action should be imposed on you for violating the Company Policy C. (Offenses Against Work/ Business Standard) Section 4 which states failure 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 written warning.

(Please explain in writing within 24 hours upon receipt of this report. Failure to do so, means you have waived your right to be heard.)



FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by: Roy Mikel B. Pentinio/ Maria Julie Sabido Immediate Superior Signature over Printed Name	Noted by: Jerald Ganadillo Section Manager Signature over Printed Name	Received by Employee: Kathlyn Agonia Signature over Printed Name	Date Received: 9/25/2020
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Kathlyn Agonia ay na audit ng I-Alert dahil naglagay ng clear tape on wire sensor sa kadalihanang tagi pong lumalabas ang Load the machine with wire. Nagpaandon naman po ako kaya lang ang tagal dumating ng equipment.

Counter Measure:

Intayin ko na pong dumating ang equipment kahit madowntime po ako.

 Kathlyn Agonia Employee Name Signature over Printed Name	Date prepared: 9/25/2020	 ROY MIKEL B. PENTINIO Explanation received by: Signature over Printed Name	Date Received: 09/25/2020
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: - Intentionally bypass machine sensor			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>11</u> Working Days	Date from <u>11/10</u> to <u>12/19</u>	Date Returned to work <u>11/12/20</u>
Dismissal	Effective Date: _____	Offenses Against: _____	
Remarks:	Employee will suspend due to Machine-sensors are in place to avoid potential occurrence of quality issue / accident		
Issued by: <u>Roy Mikiel B. Peninto / Maria Julie Sabido</u> Immediate Superior (Signature over Printed Name) Date: <u>10/07/2020</u>	Recommended by: <u>Jerald Gananillo</u> Section/ Department Manager (Signature over Printed Name) Date: _____	Approved by: <u>M. S. S. S.</u> Human Resources (Signature over Printed Name) Date: _____	Noted By: <u>M. S. S. S.</u> KAWASE President (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.

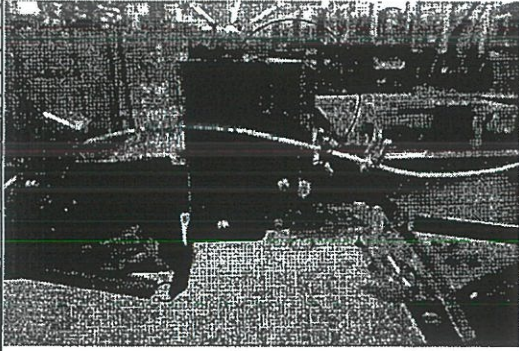
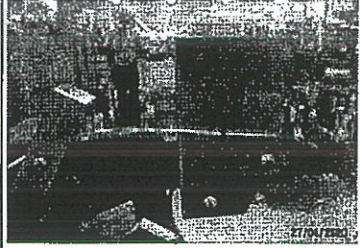
KATHLYN N. AGONIA
Employee Signature over Printed Name:
Date Received: 10/08/20



FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

D. Cuartero	J. Reyes/K. Hernandez	G. Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Honda			
Date & Time	January 28, 2020/4:37	Illustration	Action Taken
Shift & Group	NS-A		
Car Maker/ Model	Honda		
Line No.	N/A		
Name	Agonia, Kathlyn		
ID No.	18-04224		
Batch No.	154		
Process	Auto Crimping		
FAS or Agency: specify	FAS Associate		
Person Informed	M. Navales		
Audited by	R. A. Manjarez		
Reason/Risk:			
Defect outflow			
Audit Details			
Using clear tape in wire sensor			Remove the clear tape in wire sensor. Requested Equipment technician for repair. Conduct re-orientation to all TRD associate regarding the SOP on their process.

QCA-097-00

EFF:10/17/19



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title:

1 - Alert Audit IR

Venue:

PD5 Control Area

Facilitator:

G. Cortala

Date:

Time:

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Agonia, Kahlun N.	PD5 Subaru	Associate	K. Agonia
2	Villanueva, Jinky E.	PD5	Associate	J. Villanueva
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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.

Facilitators Signature/Date: