



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

Q03
PD4 - 105
5114 B

INCIDENT REPORT FORM

ID Number: 19-04729	Complete Name: Melea P. Garcia	Section: PD-PD4 SUZUKI	Date of Incident: December 11, 2019	Date Issued: January 15, 2020
------------------------	-----------------------------------	---------------------------	--	----------------------------------

Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On December 11, 2019, it was reported that you allegedly conducted Un-Authorized Repair/Hidden Repair, you conduct cutting of clamp using special cutter due to long bandtail on appearance process (special cutter is use for YV7 Main) as reported by I-Alert member named J.Bauson.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the memorandum #HRGA-2018-04-14 Penalty for Major Non-Compliance ~~for~~ Unauthorized Repair/ Hidden Repair excluding using prohibited extraction tool.

The allege offense maybe punishable by 1 to 5 days suspension.



(Please explain in writing within 5 hours/days 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
---	--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------

Issued by: <i>P. SANIAND</i> P. SANIAND Immediate Superior Signature over Printed Name	Noted by: <i>Katherine O. Cabrera</i> Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: <i>Melea P. Garcia</i> Melea P. Garcia Signature over Printed Name	Date Received: 01-28-2020
--	--	---	------------------------------

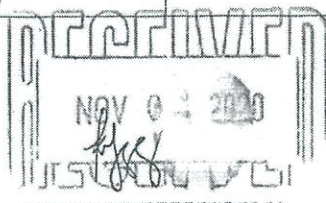
Part 2: (To be filled-in by concerned employee)

EXPLANATION

GOOD DAY, SAFETY FIRST,

HINDI PO NYA AKO MISMONG NAHULI NA NAG-CUT NG BAND TAIL, MAGTAKONG LANG PO SIYA KUNG SINO ANG NAG CUT. TAGKATAPOS PO PINATAYAG NA AKO NG LEADER NAMIN. NA SI MAM ROQUEZA - GAMBOA. NASA HARAPAN NA PO NYA AKO, HANAP BA SIYA NG HANAP. SABI NYA PO NAKITA NA DAW PO AKONG NAG CUT. ANG PINAGTATAYA KO PO PERO NYA NAGSABI NA NAG CUT AKO KUNG HINDI NAMAN TALAGA NYA NAKITA SA AKO. NI HINDI NGA PO NYA ALAM KUNG SAAN TAPAT AKO NAG CUT. TAPOS PINAGPILITAN NYA NA NAG CUT AKO KAHIT HINDI NYA NAKITA.

<i>Melea P. Garcia</i> Melea P. Garcia Employee Name Signature over Printed Name	Date prepared: 01-28-2020	<i>Katherine O. Cabrera</i> Katherine O. Cabrera Explanation received by: Signature over Printed Name	Date Received:
---	------------------------------	--	----------------

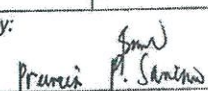
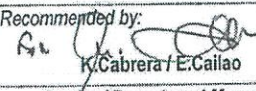
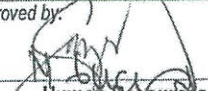
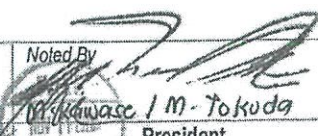


Part 3: (To be filled-in Immediate Superior)

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: Admitted the abnormal repair. Appearance inspector also pointed her that she out the band tail.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	3 Workings Days Date from 11/24 to 11/24 Date Returned to work 11/27		
Dismissal	Effective Date: 11/28 Offenses Against: 11/28		
Remarks:	illegal repair with subjected for (abnormal) suspension.		
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/ Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By:  President (Signature over Printed Name)
Date:	Date: 10.28.2020	Date:	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: X

Date Received: X

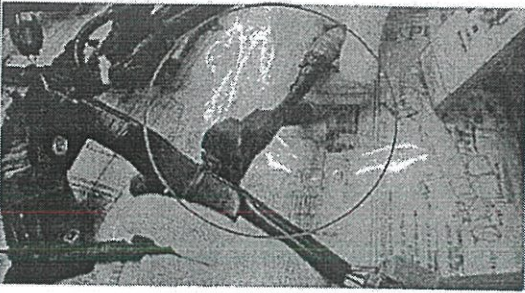
M. Yabut (for Issue)



FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

M. Yabut	J. Arriola	G. Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Suzuki YD1	
Date & Time	December 11, 2019/05:30pm
Shift & Group	DS/A
Car Maker/ Model	Suzuki YD1
Line No.	5116
Name	Melea Garcia/Gamboa Rowena
ID No.	19-04749/13-0749
Batch No.	173/10
Process	Appearance
FAS or Agency: specify	FAS Expert/Jr.Staff
Person Informed	J.Consulta
Audited by	J.Bauson
Reason/Risk:	
Audit Details	
<u>Un-Authorized Repair/Hidden Repair</u> Expert Conduct cutting of clamp using SPECIAL CUTTER due to long bandtail on appearance process. Remarks: Special Cutter is use for YV7 Main!	
	
Action Taken	

QCA-097-00

EFF:10/17/19



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title:

Venue:

Facilitator:

Hearing Melba P. Garcia
Suzuki control
D. Vergara

Date: Oct 23, 2020

Time: 2:30 am.

1	NAME	DEPARTMENT	POSITION	SIGNATURE
2	GARCIA, MELEA P.	PD/1	EXPERT	X
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				





Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

D. Vergara Oct 23, 2020.
Facilitators Signature/Date:



Minutes of Meeting

Date : October 22, 2020

Prepared	Examined	Verified	Noted
 V. Lasin	 O. Vergara	 K. Cabrera	 E. Callao
Location : PD4 Control Area			

Melea P. Garcia Hearing

Attendees :

Olive Vergara

Details:

Un-authorized Hidden Repair.
Date of incident: December 11, 2019

Hearing Meeting Summary:

- She admitted the abnormal repair.
- Since 2017 they have the special cutter
- Appearance Inspection also pointed her that she cut the band tail.
- * Do you know the rule/reason why cutting of bandtail is prohibited at appearance inspection?
- She did not know the purpose.
- She Forgot the risk of cutting of defect.

UMAMIN PO AKO NA GINAWA KO
ANG VIOLATION.

→ Umamin upon interview. *gusto*


GARCIA, MELEA P.

Start Of Minutes: 2:30am
End of Minutes: 2:45am