

Please issue date of Suspension

Nov. 28, 2019

Nov. 29, 2019

11/12

SUPERVISOR

Signature over Printed Name/Date

MANAGER

Signature over Printed Name/Date



☐ FAS

☒ AGENCY

Please Specify: ONE SOURCE

Control No: FALP-1A-1404-1347

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

Name: Carpe, Marlina  
Position: Associate  
ID Number: ENG9-0398  
Batch No.: 267  
Car Model/Line: Honda 13108

Process: Appearance  
Group/Shift: A 105  
Date/ Time: 09-20-19 / 10:20AM  
No. of Offense: 1st  
Superior Name: A. Deropete

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product.

Details:

Inspector did not compare actual harness to master sample  
Inspector did not double check the product details of nameplate vs. polycard after  
packing  
Inspector did not follow the proper treatment when encountered abnormality

### WRITTEN EXPLANATION

IPAGPAUMANHIN PO NINYO ANG HINDI KO PAGCUNDOO SA POINT TO POINT SYSTEM NG PAG-INSPECT NG HARNESS VERSUS SA MASTER SAMPLE. NAGKUKUMPARA NAMAN PO AKO NG HARNESS NA ININSPECT KO, MAY MGA SEQUENCE LAGI PO KASI NA HINDI KO INAPOPOINT TO POINT AT SA HALIP AY INATAPAT KO NA LANG PO SA MASTER AT SAKA IKUKUMPARA. NGAYON PO AY CONSISTENT NA TALAGA AKO SA PAGPOPOINT TO POINT. TUNGKOL NA MAN PO DON SA AUDIT NA HINDI PAGGAMIT NG FINAL ASSEMBLY MINOR DEFECT RECORD, NAGKATON PO KASI NA NAUBUKAN NA KAMI NG MINOR DEFECT RECORD SHEET. NAWALA NA KIN PO SA KIP NAMIN NA HUMINGI ORA NA WALA NAMAN NA PO MACTAPO NIREPAIR SA PROCESS NAMIN. HUMINGI PO AKO NG PAUMANHIN SA HINDI PAGGAMIT NG MINOR DEFECT RECORD. HINDI NA PO (TO MUL) PANG MAULIT. TUNGKOL NAMAN PO SA HINDI KO AGAD PAGCHECK NG NAMEPLATE VERSUS SA GINAMIT NA POLYCARO AFTER NG PAG-INSPECT SA HARNESS AY NAGCHECK NAMAN PO AKO KASO NGA LANG PO ITU AY DURING NG PAGPAPATAS KO NA NG ININSPECT NA HARNESS BALO IPATAS SA PALETA. NGAYON PO AY CHINICHECK KO NA ANG NAMEPLATE VERSUS POLYCARO PAKATAPAS MIMO NG PACKING NG HARNESS SA POLYBAG.

Remarks/ Evaluation:

Issue Penalty

[Signature]  
Signature of Employee  
Date: 09-26-19

A. Deropete  
Jr Staff  
Date: 9/26/19

[Signature]  
Staff  
Date: 9/26/19

[Signature]  
Supervisor  
Date: 9/26/19

[Signature]  
Manager  
Date: 9/27



	FUNCTION	SCOPE	SUPERVISOR	Talent ID
ALL	Master Sample, Registered Ballpen, Daily Checksheet	Quality Assurance Inspection Board; IKCS; Passage supplying machine	FALP-OP-012 FALP-GI-QCA-IS-143, FALP-GI-FGI-16003, FALP-WH-QCA-15007	Department IV
		To serve as instruction for Final Assembly Process	B-Ramirez Guillermo Magallan Assistant Manager	Section Manager
			Sra Ana Maria Supervisor	



1. For preparation, conduct 5'S in inspection area and check the condition of inspection board and master sample base on the MEL-055F1 Daily Check Record for Dimension, Appearance, Assurance

1.1.1 Check also the condition of tools and materials using forms of MEI-069F-1 Daily Inspection Record.

1.2 After filling-out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer to FALP-GL-QCA-LS-143 Proper Treatment on Lacking Harness and if

1.3 Get the harness from the hanger/polytainer and fill out the product information into the QCA-007 (Final Assembly Process Inspection Record (if applicable)).

**NOTE 1:** In case line has no master sample or the master sample was in no good condition, inspector will use Daily Sample provided by QA/PD Jr. Staff/Staff. Daily Sample Card must be attached on the

**NOTE 2:** Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.



2. Lay out the wire harness into the Inspection Board and barcode the nameplate.

Note: 1. Must favour one (1) harness at a time.

**Note 2:** For those products without a template, barcoding are not applicable.

**Note 3:** Inspector must update the product label card based on the actual product number running on inspection.

**Note 4:** In case of lacking set, finished first the current inspection before starting lacking harness to avoid mixing different products.



1. Get the corresponding polycard of the harness for inspection.

**Note 1:** Check the tag code indicated on every nameplate if it is the same as the tag code indicated in the polycard.

**Note 2:** Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.

\_\_\_\_\_ procedures for product which are required to barcode the polycard in polybox.



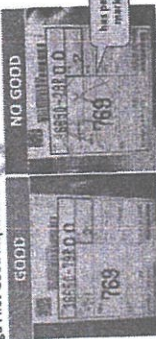
4.1.1.1 Sign the polycard as indication of person who performed the packaging and

**Note 1.** Write also all the required marking (ex. marking for customer claim, dock

AI-A-7. For those that will undergo First Good Inspection refer to

NOV 2. FOR NAMES  
01 0 474 030 E

OL no: ZZZR-025-E



4.1.2 Proceed to Inspection Process based on PPG-001 Inspection Teams Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.



4. Push the button for pass tangle and attach to the harness.



**4.1.4 Mark the pass tape using register ballper indication that the harness pass the Assurance /Appearance Inspection.**

Characteristics:

△ Assurance Inspection (MAZDA)





4.1.5

4.1.5 Fill out the corresponding serial number into the QCA-007 Final Assembly Inspection Record (if applicable).

Note 1: For those Lines with IRCS, inspection record is not necessary.

Note 2: For those Lines without IRCS, QCA-007 Final Assembly Process Inspection Record must always be used.

Note 3: In case that small products are being inspected and two inspectors are assigned on one line, each inspectors must use separate inspection record.

Note 4: In case that big products are being inspected and many inspectors are assigned in one inspection board they must use one inspection record.



4.1.6

4.1.6 After inspection, loop the harness according to the Operation instruction per product.



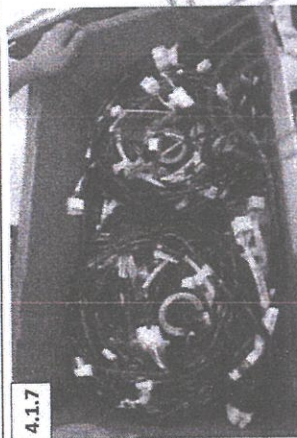
4.1.7

4.1.7 Packaging of harness inside the poly box based on Operation instruction.

Note 1: Ensure that there is no foreign material inside and outside the polybox before using.

Note 2: For products with option, bubble sheet, plastic/vinyl bag, R box/ Sub R box cover and other external parts that are require to install/attach by the inspector, ensure that the required part was installed/ attached on the harness before packaging.

Note 3: Conduct self-requiring on harness during packing to ensure the exactness of the quantity.



4.1.8

4.1.8 After packing, conduct barcoding of polycard. Barcode the polycard set in polybox.

Note: Do not remove the polycard once it was set on polybox.

Attention:

Risk of not following the rules for not removing the polycard on its polybox:

1. Interchange polycard/product
2. Missing polycard
3. Wrong polycard versus nameplate



4.1.9

4.1.9 Check the polycard versus nameplate of the actual harness packed on the polybox after completion of the required quantity.

Note 1: Product name and product lot must be the same.

Note 2: In case the required quantity was lacking, flip back or reverse the polycard as an indication that the product has lacking set.

PROCEED TO STEP NO. 5

## 4.2 Inspection flow/procedure for product using Counterbox



4.2.1

4.2.1 Put the polycard in polycard holder provided on inspection table.



4.2.2

4.2.2 Proceed to Inspection Process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-QP-008 Quality Assurance Preparation of New Product, FALP-QP-Q12 Monitoring and Measurement of Product and FALP-QP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/ Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.



4.2.3

4.2.3 Push the button for pass tape and attach to the harness.



4.2.4

4.2.4 Mark the pass tape using registered ballpen as indication that the harness pass the Quality Assurance inspection.



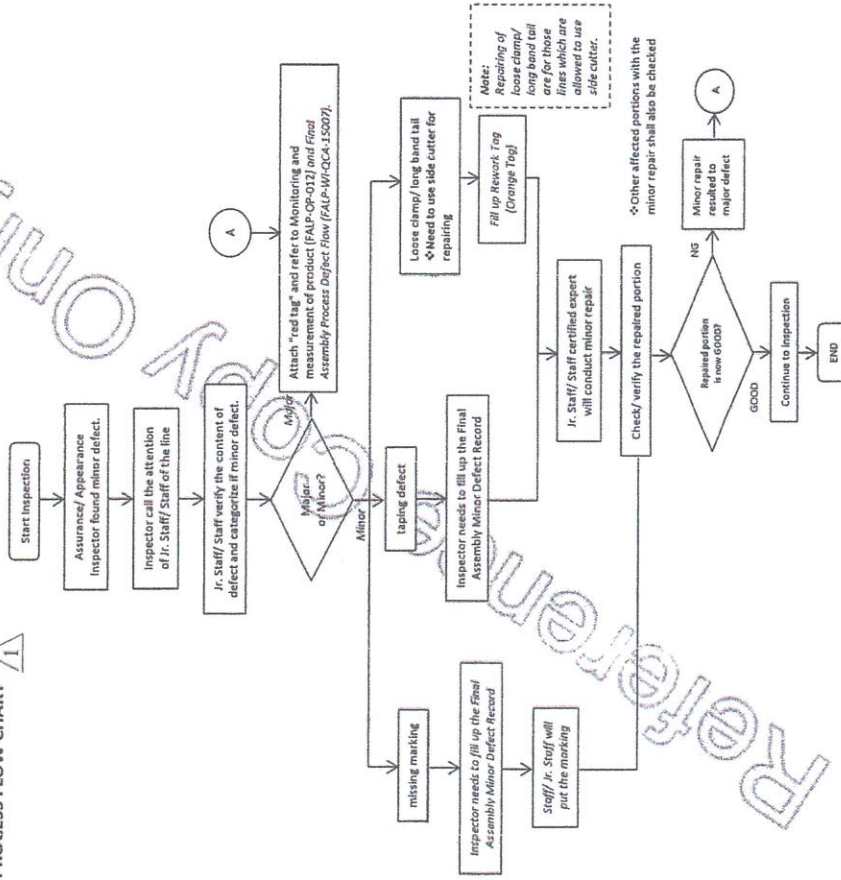
Title:

Classification:	Guideline	Document No:	FALP-GL-QCA-MD-011
Issued by:	QA Department	Effective Date:	February 15, 2019
Document Controlled by:	QMI-SMG	Revision No.:	1

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## Control of Minor Defect

### 5. PROCESS FLOW CHART



Title:

Classification:	Guideline	Document No:	FALP-GL-QCA-MD-011
Issued by:	QA Department	Effective Date:	February 15, 2019
Document Controlled by:	QMI-SMG	Revision No.:	1

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## Control of Minor Defect

### 6. PROCEDURE DETAILS

6.1 Inspection Process found Minor Defect.

6.2 Inspector shall call the attention of Jr. Staff/Staff if defect was encountered during inspection by the use ANDON light.

6.3 Jr. Staff/Staff shall confirm/ verify the content of defect and categorize if Minor or Major Defect.

6.4 If defect is Minor, after repair was conducted, Inspector shall record the defect at Final Assembly Process Minor Defect Record. If defect was verified as Major, attach red tag (CPA-015 Defect Tag Final Assembly Process) and refer to Monitoring and Measurement of Product (FALP-OP-012) and Control of Nonconformities, Corrective and Preventive Action Procedure (FALP-OP-003).

6.5 Only authorized Jr. Staff/Staff shall conduct repair of Minor defect at inspection table. Certified Expert is also allowed to conduct repair on inspection table but limited on taping repair and missing markings only.

NOTE: If the Jr. Staff/Staff was assigned as inspector, he/she is not allowed to conduct minor repair on the harness under inspection.

- For taping repair, only additional taping repair is allowed to be done at inspection table. Jr. Staff/ Staff/ Certified Expert are allowed.
- After taping repair was conducted on harness, Inspector needs to fill-up properly QCA-008 Final Assembly Process Minor Defect Record and shall check/verify the following items thru inspection Board/ Master sample harness:

- Proper arrangement of branches on the affected portion.
- Correctness of taping applied on affected portion.
- Dimension of the repaired and related portion where the repair is conducted.

- For missing marking, application of marking after checking actual condition of harness/ parts to be applied with marking is allowed to be done on inspection table. Jr. Staff/ Staff/ Certified Expert are allowed.
- Inspector need to fill-up properly QCA-008 Final Assembly Process Minor Defect Record and shall check/ verify the following thru inspection Board/ Master sample harness after marking was applied on harness/ parts:



DATE: Caspe, Marling  
EMP NAME: ENL4-0398  
POSITION: \_\_\_\_\_

PROJECT: \_\_\_\_\_  
EMP NO: \_\_\_\_\_ DEPT: \_\_\_\_\_  
SUPERIOR: \_\_\_\_\_

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

on [date/time] at [location, if applicable].

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3-2-15	2nd	Suspension /

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

Employee's Explanation :

NACKUKUMPARA NAMAN RO ARO SA HARNECI NA ININSPECTRO, MAY MGA SEQUENCE ~~ANY~~ MGA  
LANG RO KABI NA HINDI KO NAPORINT TO POINT AT SA HALIP RO AT NAITAPAT KONA LANG.  
YANGKOL NAMAN RO SA NAMEPLATE VERLUI SA GINAGAMIT NA POLYCARD AFTER NG PAG-INSPECT  
SA HARNECI BY NAGCHECHEKE NAMAN RO ARO KASO MGA LANG RO ITO AY DURING NG  
KALAGAY NA SA PABETA. DUKATON DIN RO KABI NA NAIBAGHAN KANIN NG FINAL ASSEMBLY  
Note: You may use an extra sheet as needed. MINOR DEFECT KAYA RO HINDI NAMIN ~~MARK~~ RECORD.  
RECORD

Employee Signature and Date  
11-07-19

(To be filled up by One Source HR only.)

Superior's Recommendation :

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the \_\_\_\_\_ provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Written Warning   | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input type="checkbox"/> 5-day Suspension  | <input type="checkbox"/> Dismissal                                  |   |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation                  |   |

Noted by: \_\_\_\_\_  
Manager, HR & Admin. Department

Immediate Superior (Signature over Printed Name)

1. Proper way for erasures

2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)

12335  
12334 Correction signature  
2 lines