



FORM  
NT  
ame/ Date

Name/ Date \_\_\_\_\_

8/24/2020

to name: Bersabe, Noeh Wilbert Borneo

V

## Section No. 10

10

**Not following SOP in Lay-out process (Unauthorized person doing the process)**

**Not following SOP in Lay-out process (Unauthorized person doing the process)**

**Not following SOP in Lay-out process (Unauthorized person doing the process)**

*[Signature]*

KIMT Management

Conforme: [Signature]

conforme: [Signature]

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKM1

Control No: FAIP-1A-2008-1919

|                                      |  |                               |
|--------------------------------------|--|-------------------------------|
| <u>Callano</u><br><u>G. Cabatana</u> | <u>Concepcion</u><br><u>K. Hernandez</u> | <u>JMP</u><br><u>J. Reyes</u> |
| Audited By:                          | Checked by:                              | Noted By:                     |

Name: Bersabe, Wilbert  
 Position: Associate  
 ID Number: 19610502  
 Batch No.: 255  
 Car Model/Line: Honda NRG 13124

Process: Lay-out Process  
 Group/Shift: ASIA  
 Date/ Time: August 24, 2020 10:35  
 No. of Offense: 1st offense  
 Superior Name: J. Bilo / L. Saludo

Non-compliance Reference/Document

Control Number:

2018-04-14

## Details of Audit Findings:

unauthorized person doing the process, associate doing lay-out process  
certified only in subassy process

## WRITTEN EXPLANATION

Ako Po Si Kheh Wilbert B. Bersabe Na Audit Po Ako  
 Dabil nag Lay out Po Ako ng Hindi Po Ako Certified  
 Dabil Delay Ang Lay out Kaya Nag Support Po Ako Sakanya  
 CM, MAG Papa certified Po Ako sa Lay out at kung hindi Po Ako  
 Certified ay hindi na po ako Mag Lay out Para hindi na  
 MA AULIT UNA MA AUDIT

## REMARKS/ EVALUATION

☐ i-Alert written only  
☒ Agency/FALP Written Only (based on handbook)  
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

|                      |                      |                              |                       |                  |
|----------------------|----------------------|------------------------------|-----------------------|------------------|
| <u>Bersabe</u>       | <u>Wilbert</u>       | <u>Lozano</u>                | <u>Supervisor</u>     | <u>Manager</u>   |
| Employee             | Jr Staff             | Staff                        | Supervisor            | Manager          |
| Date: <u>8-27-20</u> | Date: <u>8-27-20</u> | Date: <u>August 27, 2020</u> | Date: <u>9/2/2020</u> | Date: <u>9/3</u> |