



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK30770  
NAME : Frane, Jessa Marcaida  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 21, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 11/11/19 1 day
Line	5120 /A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i> 10/21/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Frane, Jessa Marcaida

Violation Offense No. V

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

**Description:**

Not following SOP in inspecting the product

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19\_PK30770

FURUKAWA - Production Operator

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



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 8388-89 / (043) 405 8407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK30770  
NAME : Franc, Jessa Marcaida *Jm*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 19-Sep-19 to name: Franc, Jessa Marcaida

Violation Offense :

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description :

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This is for your guidance and strict compliance.

NOTED BY:

*Jm*

PKIMT Management

Conforme: *Jm*

19\_PK30770

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION



FAS

Control No: FALP-18-1909-1345



AGENCY

Please Specify: PKIMT

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

Name: Franc Jessa  
 Position: Associate  
 ID Number: 19-PK30770  
 Batch No.: 254  
 Car Model/Line: Suzuki YD1 LC120

Process: Appearance  
 Group/Shift: A IDS  
 Date/ Time: 09-19-19 / 08:30am  
 No. of Offense: 1st  
 Superior Name: A. Lomonte

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 follow the proper way of checking connector  
Inspector did not follow the proper treatment when encountered abnormality

## WRITTEN EXPLANATION

Ako po ay nagaudit dahil di pa po ako sinag mag compare,  
mahalap din po icompare sa master sample kya po naka option na  
po kaghi di po naghi yung proper way checking connector. natalunan  
ko yung magpali up na sa minor details kya po tambak po ako  
sa na din po ang master sample saala na ang hang connector.

## Remarks/ Evaluation:

Already give written explanation.  
Overt the responsible of Appearance Inspector and the proper  
point to point system.

Issue Penalty

<u>JR</u> Signature of Employee Date: <u>9-27-19</u>	<u>R. Marisdon</u> Jr Staff Date: <u>9/27</u>	<u>A. Lomonte</u> Staff Date: <u>09/27/19</u>	<u>A. Lomonte</u> Supervisor Date: <u>10-02-19</u>	<u>G. Magadia</u> Manager Date: _____
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# Final Assembly Assurance/Appearance Inspection Process

WORK INSTRUCTION

1 OF 4

FEB-23-2019

FALP-WI-QCA-15005

5

ALL	Master Sample, Registered Ballpen, Daily Checksheet	Quality Assurance Inspection Board, IRCS, Passtape Supplying Machine	FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-133, FALP-GL-FGI-16003, FALP-WI-QCA-15007, ZIK-025-E	Prepared by:	Checked by:	Verified by:	Approved by:
		To serve as instruction for Quality Assurance Inspection	Final Assembly Process	Supervisor	Assistant Manager	Section Manager	Department Manager



1. For preparation, conduct S's in inspection area and check the condition of inspection board and master sample base on the MEI-095F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of: MEI-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/Assurance Daily Checksheet of Tools and Materials.

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 there is no lacking harness, log in to IRCS using own QR code.

1.3 Get the harness from the hanger/polyliner 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 in no good condition, Inspector will use Daily Sample provided by QA/PO Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GL-FGI-16003 Control of Master Sample

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.

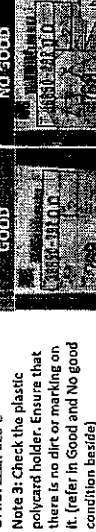
## 4.1 Inspection flow/procedure for product which are required to barcode the polycard in polybox.



4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polybox.

Note 1: Write also all the required marking (ex. marking for customer BSM, back audit claim) in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo First Good Inspection refer to OI NO: ZIK-025-E



Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. (refer in Good and No good condition beside)

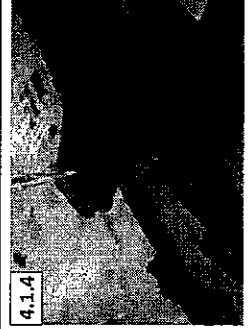


4.1.2 Proceed to Inspection Process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-003 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities,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

Note: In case Inspector found NIS 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.



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



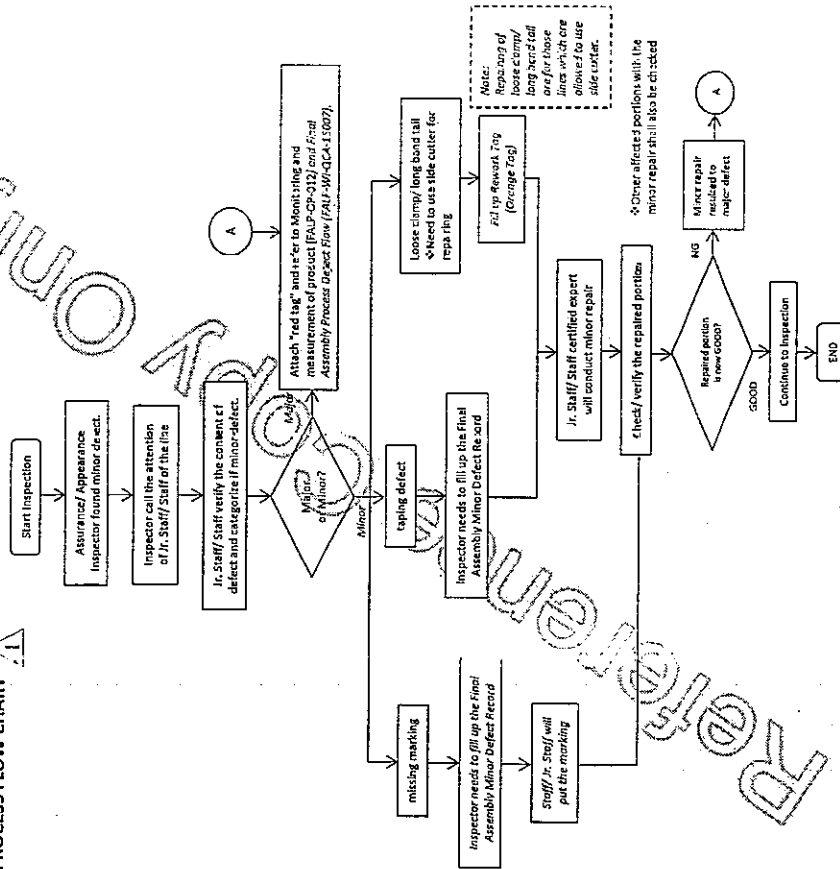
4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance/Appearance Inspection.

Characteristics: Assurance Inspection (MAZDA)

<b>FAS</b> FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.			
Title:			
Classification	Guideline	Document No.	FALP-GL-QCA-MD-011
Issued by	QA Department	Effective Date	February 15, 2019
Document Controlled by	QM-SMG	Revision No.	1
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## Control of Minor Defect

### 5. PROCESS FLOW CHART



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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 of 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.
- 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:
  - a. Proper arrangement of branches on the affected portion.
  - b. Correctness of taping applied on affected portion.
  - c. 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 also check/ verify the following thru Inspection Board/ Master sample harness after marking was applied on harness/ parts:

