



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

5123 B

## INCIDENT REPORT FORM

ID Number: 18-04238	Complete Name: May Aquino	Section: PD-PD4 SUZUKI	Date of Incident: July 07, 2020	Date Issued: September 9, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

On July 07, 2020, it was reported that you allegedly conducted not following SOP, you used male terminal to remove connector SSG/TSN28-L52F-GR on based jig due to unfinished insertion on previous load as reported by I-Alert member named R. Leynes.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 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 Suspension of one (1) to five (5) working days for 2<sup>nd</sup> offense.



(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 type="checkbox"/> 1 <sup>st</sup> Offense	<input checked="" type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by: Belgelyn De Castro	Noted by: Katherine O. Cabrera 9/16/2020	Received by Employee: May Aquino	Date Received: 09-16-2020
Immediate Superior Signature over Printed Name	Manager Signature over Printed Name	Signature over Printed Name	

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

### EXPLANATION

Nagamit ko lang po yung terminal kari di ko po makuha yung connector sa jig. Nilapitan na po ako ng I-Alert at audit na daw po iyon. Hindi na po ako nagtanong pa kung bakit ako ~~gaw~~ audit, kaya ko naman po nagamit yung terminal kari di kaya ng kamay / kuko ko. Hindi din po napansin na unfinished po yung nagawa ko yung last touch po ng terminal ay di ko po na touch bar.

sa susunod po ay di ko na po gagamitin ang terminal para ikuha sa jig ayung connector. susunod na po ako sa SOP,

May Aquino	Date prepared: 09-16-2020	Katherine O. Cabrera	Date Received: 10/10/2020
Employee Name Signature over Printed Name		Explanation received by: Signature over Printed Name	

Did not perform stop call wait - SOP

10/28/20



## 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
<b>Result of Investigation:</b> she committed a major violation w/c is use of terminal to remove connector on jib. this is abnormal condition, she will be given penalty.			

## RECOMMENDATION / CORRECTIVE ACTION

Suspension <input checked="" type="checkbox"/>	<u>5</u> Workings Days	Date from <u>11/9/16</u> to <u>11/13/16</u>	Date Returned to work <u>11/14/16</u>
Dismissal	Effective Date: _____	Offenses Against: _____	
Remarks:			
Issued by: <u>B. de Castro</u> Bebelyn De Castro Immediate Superior (Signature over Printed Name)	Recommended by: <u>K. Cabrera / E. Callao</u> Section/ Department Manager (Signature over Printed Name)	Approved by: <u>H. b. w.</u> Human Resources (Signature over Printed Name)	Noted By: <u>M. Kawase / M. Tokuda</u> KAWASE President (Signature over Printed Name)
Date: _____	Date: <u>10/10/2020</u>	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: \_\_\_\_\_

Date Received: \_\_\_\_\_



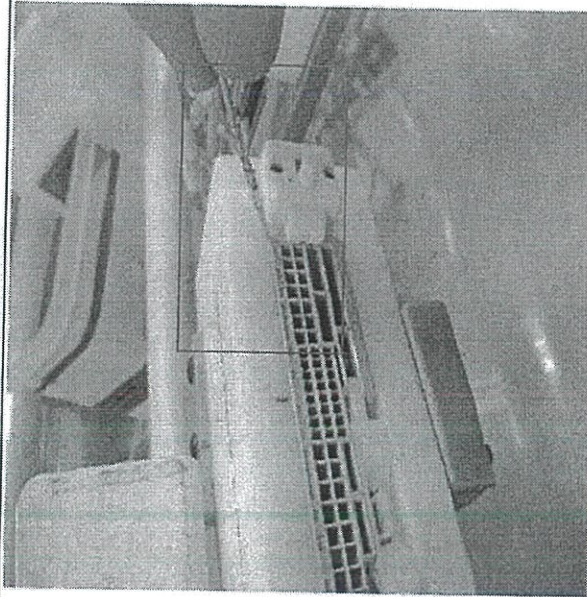
FURUKAWA AUTOMOTIVE SYSTEM  
LIMA PHILIPPINES

D.Tiemsem	K. Hernandez	J. Reyes
Prepared by:	Checked by:	Approved by:

## I-Alert Daily Line Audit Report

<b>CUSTOMER:</b> Suzuki	
Date & Time	July 07, 2020/7:10
Shift & Group	DS/B
Car Maker/ Model	Suzuki YD1
Line No.	5123
Name	Aquino, May
ID No.	18-04238
Batch No.	113
Process	Sub assy
FAS or Agency: specify	FAS(Expert)
Person Informed	M.Castillo
Audited by:	R.Leynes
Reason/Risk:	
<b>Audit Details</b>	
<u>Not following SOP</u>	
Used male terminal to remove connector SSG/TSN28-L52F.	
Gr on based jig due to unfinished insertion on previous load	
Remarks: Unfinished insertion set on Sub PC	
QCA-097-00	

Illustration






Action Taken

EFF:10/17/19





## Minutes of Meeting

Prepared	Examined	Verified	Noted
 V. Lasin	 B. De Castro	 K. Cabrera	 E. Callao

Date : October 23, 2020

Location : PD4 Control Area

### May Aquino Hearing

#### Attendees :

Donnabel Cuartero  
Bebelyn De Castro  
Veronica Lasin

#### Details:

Not following SOP  
Date of incident: July 7, 2020

#### Hearing Meeting Summary:

- ❖ Hindi daw makuha ng kamay nya ang connector sa jig kaya ginamit nya ang male terminal.
- ❖ Aminado naman sya na ginawa nya ito at alam naman daw nya na mali ang nagawa nya.

Start Of Minutes: 3: 2:35pm  
End of Minutes: 2:50pm



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

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

Title: Hearing  
Venue: PDY Control Area  
Facilitator: Roderic Cabrera

Date: 10/10/2020  
Time: 2:35 - 2:50

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Daniel Cuartero	QC - Alert	Staff	
2	Bethel de G. G.	PDY	Staff	
3	Angelo Alay R.	PDY / Control	Expert	
4	Venerica Lario	PDY	Staff	
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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.

Facilitator's Signature/Date: