



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

1101

INCIDENT REPORT FORM

ID Number: 18-04115	Complete Name: Mones Mia	Section: PD3-MAZDA FINAL	Date of Incident: July 07, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On July 07, 2020 it was reported that you allegedly do non-compliance act (Caught putting of nameplate on shiagc hanger due to encountered missing nameplate) as reported by I-Alert auditor.

In view of the above, please explain in writing within ^{5 days} 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.1 Unauthorized Repair/Hidden Repair excluding usage of prohibited tool.

The allege offense is punishable by suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.



(Please explain in writing within ⁵ 48 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
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Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Signature over Printed Name	Date Received:
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

ako po ay nagkabit ng nameplate sa shiagc hanger kasi po ung nameplate na yun eh NG sa lay-out. Nung nasa shiagc na po ay traka dumating ung reprint. Basta ko nalang din naman po kinuha at diretso kabit. Hindi ko na po naisip ang ilay-out kasi po ibang board na ang nagruruh.

Hindi ko na po ulitin ang ginawa kong pagla-kamali. Salamat po sa inyong pang-urawa.

 MIA S. MONES Employee Name Signature over Printed Name	Date prepared: 10-27-2020	 J. Mandigma Explanation received by: Signature over Printed Name	Date Received: 10-27-2020
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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: Instinct of employee is to process the harness even not on assembly board since there is no required. Advise her to always think the consequence of action before doing it.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	2 <input checked="" type="checkbox"/> Workings Days Date from <u>Dec 2</u> to <u>Dec 3</u> Date Returned to work <u>Dec 4</u>		
Dismissal	Effective Date: <u>Dec 9</u> Offenses Against: <u>Dec 10</u>		
Remarks:			
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/ Department Manager (Signature over Printed Name) 11/5/20	Approved by:  Human Resources (Signature over Printed Name)	Noted By:  President (Signature over Printed Name) M. Kawanishi / M. Tokuda
Date:	Date:	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: 12/18/20

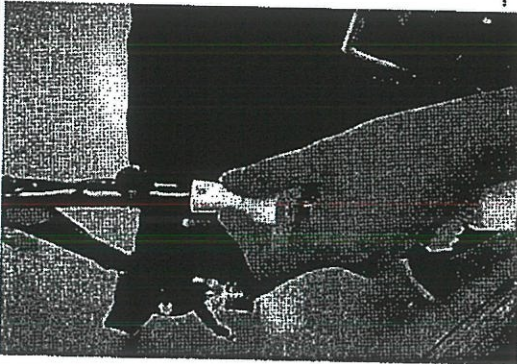


FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

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

I-Alert Daily Line Audit Report

CUSTOMER: Mazda

Date & Time	July 07, 2020/01:00		Action Taken
Shift	DS/B		
Car Model/Model	Mazda J12		
Line No.	1101		
Name	Mones Mia		
ID No.	18-04115		
Batch No.	69		
Process	Shiage		
FAS or Agency: specify	FAS		
Person informed	K.Marañon		
Audited by	M.Dotado		
Reason			
Audit Details			
Not Following SOP Acting Jr.Staff caught putting nameplate on shiage ganger due to encountered Missing name plate.			

QCA-097-03

EFF:10/17/19



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

ATTENDANCE FORM

- ☐ Training
- ☐ Seminar
- ☐ Orientation
- ☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H. Dimayuga

Date: 10/31
Time: _____

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Mia Mones	PD3	Jr. Staff	<i>[Signature]</i>
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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.

[Signature]
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimanaga

N/A

N/A

R. Odevilas

Date: 10/31

Location: Mazda Control Area

Agenda:

Hearing

Attendees:

Mia, Mones

Details: Meeting Started:

3:50 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

Instinct of employee is to process the harness even not on assembly board. Since there is no required. Advise her to always think the consequence of action before doing it.

For the offense committed employee Mia, Mones will be given suspension of 2 days.

- Noted and fully acknowledged

End of Minutes 4:30 pm