EFF: 09/15/18



HR-024-00

## FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

## **INCIDENT REPORT FORM**

ID Number: 13-0562	Complete Name:	ah Marie D.Ingco	Section:	ion 5/Subaru	Date of Incident: July 20,2020	Date Issued: July 28,2020
10-0004	Aiyz		filled-in by the Imm		<u> </u>	
1 197 30			INCIDENT REP			
				LAMBOUT		NATURAL DESCRIPTION OF THE PROPERTY OF THE PRO
		JANU	VIOLATION: JTHORIZED/HIDDE	EN REPAIR		*
on a grande de la composition della composition	at you allegedly	caught in act by I-a	lert do straighten	the male ter	minal inside connector	HSE-20M-1CP using locker
key.						- 0
In view of the above, please explain in writing within 48 hours why no disciplinary action should be imposed on you for violating the Company Policy C. Offences Against Work/Business Standard Section which states Failure to follow husiness standards, operation procedures, work instruction or work practices which may or may result to damage of company property. Any others to conduct unauthorized repair using political tools (dance or implement).						
The allege offense ma	ybe punishable	by written warning to	o dismissal. Susper	eion at	to the days.	FALP
	~		2			OCT 31 2020
(Please expl	ain in writing with	in 5 days upon receipt	of this report. Failur	e to do so, me	ans you have waived your	right to be heard;
ya former or ye		FR	EQUENCY OF O	FENSE		
1st Offense	2nd Off	ense $\square$	☐ 3 <sup>rd</sup> Offense		」 4 <sup>th</sup> Offense	5th Offense
Issued by:	)	Noled by:		Received by I	Employee:	Date Received:
. Girlie Abruge	епа	Jeraid G	anadillo		Alyzah Marie D.Ingco	8-06-20
Immediate Sup Signature over Prin	nerior ted Name	Mana Signature over		Sign	nature over Printed Name	
Part 2: (To be filled-in by concerned employee)						
Water Street			EXPLANATION	N		\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
AKO	PO SI	ALTZAH HARIE	INECO I	ng an	BARU LINE 7111	A-5000
HA - AVOIT H	DONG JULT	20, 2020 DAH	IL SA PAG	-AATTEMP	T HA HAGTUY	AID NC
terhinal sa	ECT. NAGAN	NA KO LANG	NAHAN PO	HON	ea kadahilanang	SUPER
SLICHTLY BEN		ION OF HAHA	ng terhinal.	MAHIHINA'	iang po kasi	Ako.
SA OVIPUT			ABALIK - BALII	C PA TU	NG HARNESS K	ASI
IRERECRIMP PI						
		M40 BO AME	ALLING NAG	AWANG	PAGKAKAHALI.	
irionii	MHMAHIN	PETO PO TIPO	(IPIO NIC	ALIMO	TIGUILIMINE!	
		1			160	
						Date Received:
Alyza	h Meje D.Ingco		e prepared:		AN Adamet Right	2
En	ployee Name e over Printed Name	illing.	10G-2020	E	xplanation received by: Signature over Printed Name	
Orginatali		2000				
		OCI 2 7 2020				

• • 7/						
//						
· //		Part 3: (To be	e filled-in Immedi	ate Superior)		
		EVALUAT	ION / INVEST	IGATION		
nor Offense		arning Written Warning	Major Offense	Suspension	Dismissal	
ult of Investig	ation:	/ 15 -	11 //	, , , , , , , , ,	1 1 1	
/ Frech	col member	(expert) adm,	itted the	it she att	empted to	repair
of her	action.	r (expert) adm, g locker key. St	1e 16 W,	lling to ac	cept the	con sequence
		RECOMMENDAT	ION / CORRE	CTIVE ACTION		
Suspension	Workings Da	ys Date from	to_#/6_11		urned to work	= 11/,
Dismissal	57 1" 172					
	6	The state of the s				-
Remarks:	todays &	us pension for ized repair	the orth	empt / inte	a rion of	. ]
	unauthor,	zed repair		,		-
Issued by:	dh	Recommended by:	Approve		Added by	chel de
Ğ.Abrugena		Jerale Ganadillo/Eugenio Cai	lao	H-EURY)	073	M. Tokuda
Immediate Superior (Signature over Printed Name)		Section/ Department Manag (Signature over Printed Name)	jer	Human Resources (Signature over Printed Name)	(Sign	President alure over Printed Name)
Date: [0 - 14 -	20	Date: 15/14	Date:		Date:	
approval of Humar	i Kesource is needed b	tion of lesser penalty of verbal / w efore implementing the Disciplina	rv Action.			r & Manager, the
In case/s of SUSPE	NSION and/or TERMINA	ATION, the President's signature n	nust affix before im	plementing the Disciplin	ary Action.	
By sign	ning this notice, I an	acknowledging that I have re	ead and understo	and the information in	n this IR Form and I h	Tayo boon
		Informed of the	consequences o	f my action.		ave been
Employee Signature	over Printed Name:	-				
Date Received:	•					

HR-024-00

Date & Time	July 20,2020/3:40	Illustration	Action Taken
Shift & Group	NS/A		
Car Maker/ Model	Subaru		
Line No.	7111		
Name	Alyza Marie Ingco		
ID No.	13-0562		
Batch No.	18		:
Process	ECT		
FAS or Agency: specify	FAS(EXPERT)		
Person Informed	'A.Sayosa		
Audited by	A.Brucal/M.Murillo		
Reason/Risk:			
Aud	it Details		
Un-Authorized Repair /Hid	den Repair		
Expert caught in Act straigh	nten the male terminal inside sing key locker wire color:8/		

QCA-097-00

EFF:10/17/19



## FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.

## WRITTEN EXPLANATION

Product No. 81820AN00 A (7)			
Date Encountered Defect/Audit 07 /20 / 2020			
Audit/Defect Details Hidden Repair	/		
Line Name /Shift 7/11/8			
ANALYSIS / EXPLANATION	COUNTERMEASURE		
SLIGHTLY BEND PO TUNG TERMINAL UNTETEMPT	SA SUSUNOD PO BAWAT		
PO AVO NA ITUVO ITO GAMIT YOUR EVEL DUCULT	MAEEN COUNTER NAMIN NA NG AT		
HINDI HAHAN PO ITO KASTA KASI HALAKI PO TUNC	IENG UA PO NAMIN AT HINDI		
SUST NO KATA TRAT KO PO ANC PAURI KO			
t'afay apean of aid iduit thausa	ha po matetempt gumana ng mga		
ICHINECK KO NA CANC PO ITO SA ALIGNMENT	BACAT NA ALAM YOUC HINDI HAMAH		
JIC, KASTA WAWAW STA NEUNIT HAT KONTING SABIT	varapat. Dapat. Paseusta ha po.		
RATH INI - HE HA FO.			
1. Bakit sa palagay mo na-audit ka? (Why do you think that you	were audited?)		
CUUAWA NG HINDI KARAPAT, DAPAT NA GAMI	N.		
2. Anong pwede mangyari sa harness dahil sa ginawa mo?	· ·		
(What defect may cause to harness from what you have done?)			
CUSTOHER CLAIM			
3. Aware ka ba sa Memo ng Non-Compliance?			
(Are you aware on the Memorandum regarding non-compliance	on the process?)		
YES	on the process.		
Kung Oo - Anong penalty ang pwedeng ipataw sayo?	•		
(If yes, what would be the penalty that could give to you?)			
IR/SUSPENSION			
Kung Hindi –Sinong Jr. Staff o Staff mo at bakit di nila na-orient a	ng members nila?		
(If no, who is your in-charge Jr. Staff/ staff and why they did not	orient it to their members?)		
To Material			
☐ Valid	A.S.		
☐ Invalid ☐ 1st offense	ALTZAH MARIK D. INGCO		
	Signature over printed name		
☐ Written Explanation ☐ 2nd offense (Memo/IR)	( Associate Involved )		
The state of the s			
Checked by	1)		
r Staff/Staff:	-Hdur		
Noted by	Asst. Manager		
Supervisor:			

		Prepared	Examined	
Deter Colober 44 2000	Minutes of Meeting	face J. Ramos	R-Raz	
Date: October 14,2020 Agenda:		Location : Co	ntrol Area	7
Attendees:	Incedent Report Hearing			

Details:

Raz, Rommei Ramos, Joy D. Ingco, Alyzah Marie D.

Ect operator called the expert due to encountered bend terminal.

Expert admitted that she attempted straighten slightly bend terminal but she dicided the terminal still good.

As per expert when auditor approach her she was checking the terminal using alignment checker jig and she did not straighten the terminal.

End of Minutes:

7:30 PM

MGT-006-00

EFF: 10/14/2020

Noted

G. Catala

Verified

J.Ganadillo