



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_PK31554
NAME : Domingo, Edith Agustin *E. Domingo*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : December 27, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st -</i> <i>2 DATA SUSPENSION</i> <i>JAN - 17-18, 2020</i>
Line/Shift	<i>WORLD 3M - A</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/18/2019 to name: Domingo, Edith Agustin

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:

Un-authorized or Hidden Repair

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: *E. Domingo*
19_PK31554

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP - 1A-1911-3287

☒ AGENCY

Please Specify: PLINT

<u>R. Alegro</u> R. ALEGRO	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Domingo, Edith
Position: Associate
ID Number: 11-PL31554
Batch No.: 258
Car Model/Line: Honda / 3115

Process: Dimension
Group/Shift: A/NS
Date/ Time: 11-18-19 / 4:45 am
No. of Offense: First Offense
Superior Name: Ritchie Ramos

Audit Findings: Un-Authorized / Hidden Repair

Details: Pulling of branch when encountered start dimension:

WRITTEN EXPLANATION

Ako po si Edith Domingo, nahuling naghihila ng branch ng bukuni 1 na malimit pang magshort. Nagfeedback naman po ako ang kaso po ay ganun pa rin ang harness na hadating sa akin.

Countermeasure:

Sa susunod po ay tatanggap na ako ng Jr. Staff, staff or expert kapag nalagay sa harness po ulit ako ng kahit ano man abnormalities sa mga harness na inspect ko. hangang ako po ako na hindi na po maiulit ang aking ganawa.

Remarks/ Evaluation:

Issue Penalty based from Memo

Edith Domingo 11/2
Signature of Employee
Date: 11-23-19

[Signature]
Jr Staff
Date: 11-23-19

[Signature]
Staff
Date: 11-25-19

[Signature]
Supervisor
Date: 11-25-19

[Signature]
Manager
Date: 11/26

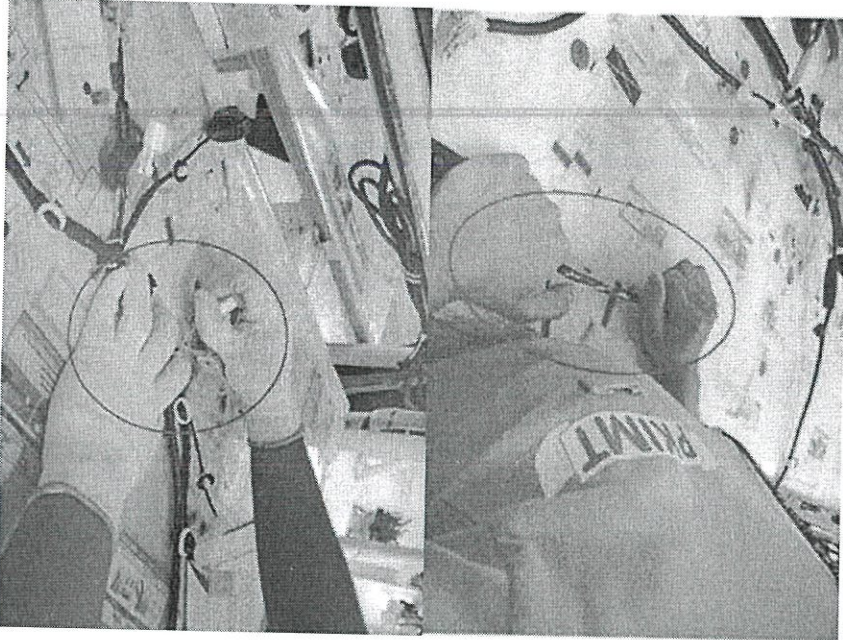


FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

M.Yabut	J.Ariola	G.Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Honda Old		
Date & Time	November 19, 2019/04:45am	
Shift & Group	NS/A	
Car Maker/ Model	Honda Old	
Line No.	3115/3114	
Name	Domingo, Edith	
ID No.	Febralyn, Claveria	
Batch No.	19PK31554	
Process	258,281	
FAS or Agency: specify	Dimension Process	
Person Informed	PKIMT, Megatrend	
Audited by	R. Ramos/P. Mangundayao	
Reason/Risk:	R. Alegro	
Audit Details		
Un-authorized Repair/Hidden Repair		
Pulling of branch due short dimension in Dimension Process.		

Illustration	Action Taken
	

QCA-097-00

EFF:10/17/19

DIMENSION INSPECTION PROCESS (FIRST INSPECTION)

DOCUMENT TYPE: WORK INSTRUCTION
DOCUMENT NO.: FALP-WI-PRO-IP-044
REVISION NO.: 5
EFFECTIVITY DATE: Nov-06-2018

CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL	PAGE NO. 1 OF 1
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ALL	FORMS	PURPOSE	SCORE	REFERENCE	Prepared By:	Checked By:	Verified By:	Approved By:
Dimension Inspection Table, Zebra Black Ballpen	To serve as checking tools in inspection in terms of dimension for exact fitting in the car.	Final Assembly Process	FALP-WI-QCA-15007 FALP-WI-ME-IB-222	Lovely Joy Ordo Rochelle Clement/ Maylene Robilla Supervisor Lay Escalona Section Manager Eugenio Callao/ Hiroshi Shikata Department Manager/ Division Manager				

QCA-007 Final Assembly Process Inspection Record, QCA-009 Details of Defect, QCA-008 Final Assembly Process Minor Defect Record, MEI-05SF Daily Check Record for Dimension, Appearance, Assurance Inspection Board, CPA-015 Defect Tag, Final Assembly Process

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Fill up MEI-05SF Daily Check Record for Dimension, Appearance, Assurance Inspection Board. Refer to FALP-WI-ME-IB-222 Inspection Standard of Inspection Board.

Get the harness from the hanger. Note: Arm band is only applicable on big harness.

Fill up information of harness into the QCA-007 Final Assembly Process Inspection Record. Note: Proper Timing of using QCA-007 Final Assembly Process Inspection Record. Initial Mass Pro: 1 month use. Miss Pro with IGCS: No need to use. Miss Pro without IGCS: Still need to use.

Check the product name and get the product notice to it's applicable product. Check point: Product notice label must be the same with the running product name.

Lay out the product into the dimension inspection table using IGCS system scan the part name using the 2 barcode reader then input shift no. Check point: a. Product name, lot number and serial should be the same as displayed in the IGCS screen. b. Upon layout of harness on the dimension board and found short dimension even 1mm only, automatic considered NG and must follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow.

CAUTION! Pulling of branch is strictly prohibited. NOTE: When encountered Minor Defects, re-verification of repaired and all affected portions must be performed.

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Observe the start of the sequence then start inspection. Check point: a. Dimension should be in the target (green area) b. If the dimension is in the yellow area it means that it is in critical area, must stop the line if occur 3 consecutive of the same problem. Line must stop also if dimension is on critical point for 3 times using same assy board number. c. The must follow the attention point attached in Dimension Inspection board. d. Follow the sequence of inspection

If pass in inspection click OK button or press the OK button of the IGCS system to dispense the dimension pass tape. If NG, follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow. Check point: a. If the pass tape cannot dispense properly call responsible person b. Part name, lot number and serial should be the same as display in the screen.

Put pen mark in the pass tape indicating that it undergone and passed dimension inspection. Note: 1. Used registered zebra black ballpen 2. Applicable to lines using pass tape only.

Record to QCA-007 Final Assembly Process Inspection Record. Note: Refer to step 3 for Proper Timing of using QCA-007 Final Assembly Process Inspection Record. Then pass it to the next process. Continuity inspection. If NG, follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow. Check point: Final inspection process after inspection, Inspector must put sign into the CPA-015 Defect Tag (Final Assembly Process).

Note: For Honda 32107 TAA, TAB and TAD special checking is done to ensure that the 3 connectors are properly fitted to the lever and 2 connectors on each side will not interchanged. It is done by putting the lever into checker jig (see picture above)

Refer to

CH/CA No.	Revision No.	Effectivity Date	Details of Change
PD-PRD-LA-1810-013	5	Nov-06-2018	Add warning for safety rule; Changes on picture under step 2, 4, 5, 8 and 10; Add note for the use of arm band under step 2; Add note for proper timing of using QCA-007 Final Assembly Process Inspection Record under step 3.
PD-PRD-LA-1802-007	4	Feb-24-2018	Update forms and reference documents to be used; Change product (from: 32107-S2TS and 32107-TAA; to: 32107-TAA, TAB and TAD) to be checked under step 6; Include provision for filling up QCA-007 Final Assembly Process Inspection Record for 1 month only (applicable to initial mass production only) under step 3 and step 10.
A3a-1511-044	3	Nov-27-2015	Update reference and forms; Change product to be checked on step 6; Additional note for step 5, 6, 8 and 9
A3a-1405-012	2	May-26-2014	Changes on Step 6 - check point b; Changes on step 5 - additional checkpoint b; additional caution point
A3a-131	1	Sep-12-2013	Additional inspection process for HONDA 5ZW-32140
A3a-044	0	Apr-01-2013	First Issue per ISO 9001:2008 Quality Management System

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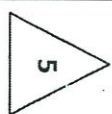
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WARNING

1. Call the attention of concerned personnel and report any abnormality in machine or process.

2. Always turn off the machine/equipment when not in use and when encountered abnormality.

3. Wear proper PPE. Refer to FALP-GI-18006 Personal Protective Equipment (PPE)





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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK31554

NAME : Domingo, Edith Agustin *Edith Domingo*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 21-Dec-19

This refers to the alleged offense(s) you have committed at

18-Nov-19

to name: Domingo, Edith Agustin

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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