

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 : 17 PK15591
NAME : Abo, Kristal Cane Nambio
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	3 days suspension
	Oct 25, 26, 28, 2019
Line	T4102 - 16
ACKNOWLEDGE BY:	<i>[Signature]</i> 10/21/19
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Abo, Kristal Cane Nambio

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 inspection process

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:

PKIMT Management

Conforme: *[Signature]*

17 PK15591

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 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK15591
NAME : Abo, Kristal Cane Nambio
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Abo, Kristal Cane Nambio

Violation Offense | 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 inspection process

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:

PKIMT Management

Conforme:

17_PK15591

FURUKAWA Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-1909-1369

☒ AGENCY

Please Specify: PKM

<u>H. Barte</u> Audited By:	<u>G. Magadia</u> Noted By:
--------------------------------	--------------------------------

Name: Abd. Kristal cane
Position: Associate
ID Number: 17-9215591
Batch No.: 17.2
Car Model/Line: Toyota / 4102

Process: Appearance
Group/Shift: 10 hrs
Date/ Time: 09-18-19 / 2:00pm
No. of Offense: 1st
Superior Name: E. Abraham

Audit Findings: Non-compliance or failure to follow the procedure on inspecting the product.
Details:

1. Inspector did not follow on proper way of checking connector.

WRITTEN EXPLANATION

Ako si Kristal Cane Abdo, na-audit dahil hindi nakapag-compare ng ayos sa connector. Nag-compare naman po ako, alam ko din naman po ang proper way of checking sa connector. Nagkaroon lang po aguro na tipag ko na i-inspect ang mating part, front back sa mga ng makita na inuna ko po ang insertion into. aguro nga din po ay nangulang ako sa parteng di ko ito na inspect ng ayos.

Remarks/ Evaluation:

Magbabalikun na ang gag-i-inspect, compare sa ng ayos at sundin ang proper way ng checking sa connector.

1/ save Penalty




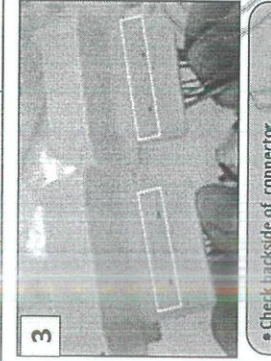


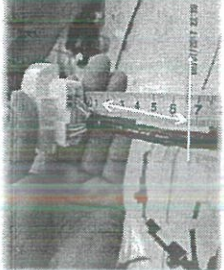
Jos
Signature of Employee
Date: 09-28-19

E. Abraham
Jr Staff
Date: 9-28-19

M. Urbano
Staff
Date: 9-28-19

fr. Belarmino
SUPERVISOR
Date: 09-28-19

G. Cacho
Manager
Date: 10/08/19

FAS FUKUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINE, INC.		PROPER WAY OF CHECKING CONNECTOR				WORK INSTRUCTION	PAGE NO.: 1 OF 1
DOCUMENT NO.: FALP-WI-QCA-15008		REVISION NO.: 3		EFFECTIVITY DATE: May-08-2019			
CAR MODEL		MATERIALS		DEVICES / EQUIPMENT USED		APPROVAL	
All	N/A	Alignment jig		SCOPE			
PURPOSE		To set instruction on how to check the condition of connector properly		Final Assembly Process			
FORMS		N/A		Prepared by: L. Mindanao Staff		Checked by: S. Morfe Supervisor	
				Verified by: B. Ramirez Asst. Manager		Approved by: A. Nachor / T. Maruoka Sec. Manager / Dept. Manager	
 <p>1</p>		 <p>2</p>		 <p>3</p>		 <p>4</p>	
<p>• Check the mating part of connector</p> <ol style="list-style-type: none"> 1. No terminal backing out (must check in vertical and horizontal position) 2. No damage part (all edges must check) 3. No foreign matter attached 4. No excess burr 5. No deform part of connector 6. No bend/deform/open tip terminal (must check in vertical and horizontal position) 7. No wrong plating of terminal (gold/tin) 8. Presence of red mark (for male connectors that has alignment jig) 9. Presence and condition of back-in rubber seal (applicable for water-proof connectors). <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p>		<p>• Check front-side of connector based on connector lock position (unless otherwise specified)</p> <ol style="list-style-type: none"> 1. No wrong part 2. No damage part (all edges must check) 3. No foreign matter attached 4. No excess burr 		<p>• Check backside of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No heel locked retainer 		<p>NOTE 1: Slightly touch the retainer using thumb finger from left to right and right to left to be checked if the retainer is already locked or unlocked refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer lock.</p> <p>NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.</p> <p>NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.</p>	
 <p>5</p>		 <p>6</p>		 <p>7</p>		 <p>8</p>	
<p>• Check right side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 		<p>• Check left side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 		<p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> 1. No damaged cavity (refer to FALP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition). 2. No damaged insulation (exposed core wire) 3. Condition of inserted wire (no pulling out or TBO). 4. Presence and condition of grommet and isumen (applicable for water proof connectors). <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> a. Bending portion must be 50mm away from neck of connector. b. Avoid too much bending of branch. 		<p>NO GOOD condition on proper way of checking connector.</p> <p>1 WARNING</p> <ol style="list-style-type: none"> 1. In case of Abnormalities, Please 1. Stop the Production or Process 2. Call the attention of Jr. Staff / staff 3. Wait for further advise <p>2. Wear proper PPE (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE</p> <p>3. Be careful not to cause injury during inspection of wire/harness</p>	
<p>QA-QCA-L3a-1905-015</p> <p>3</p> <p>May-08-2019</p>		<p>QA-QCA-L3a-1707-001</p> <p>2</p> <p>Jul-24-2017</p>		<p>A3a-1610-007</p> <p>1</p> <p>Oct-21-2016</p>		<p>A3a-1507-022</p> <p>0</p> <p>Jul-25-2015</p>	
<p>DR/CN No.</p>		<p>Revision No.</p>		<p>Effectivity Date</p>		<p>Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness</p>	
<p>Align sequence of checking to current process (sequence no. 2,3,4,8,5); changes on picture item no. 6: additional instruction and note on sequence no. 1,3,4,5,8,6); Remove check item for (color/size/type of wire) already checked item of sub assy operator using Sub PC, Remove checking of deformation of insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and isumen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</p>		<p>Update the sequence number of Process, additional comment for sequence No. 1 Item No. 8</p>		<p>First issue per ISO 9001:2008 Quality Management System</p>		<p>3</p>	


Sir, Ito po ang statement ni
Rica sa audit kay Abo, Krystal.
ng Toyota 4102.

Sir Guimo,


Good morning po!!!

Ako po si Rica P. Barte ay nageconduct ng visual audit sa appearance at QA inspection. Nag-audit po ako sa Toyota 4102 noong September 18, 2019 sa ganap na 2:00am. Ako po ay nakapwesto malapit sa conveyor at appearance Area. Naudat ko po si Abo, Krystal Cane na indi po nagcheck ng ayas ng connector. Maging part at insertion part lang po ang chinecheck nya. Iinform ko po si Leader (E. Abraham) po na yon nga ang audit ko sa kanya. Sinabihan ko po si Abu Krystal ng tamang pagcheck ng connector.

Base po sa written nya mali po ang statement niya. Matagal po ako nakatingin sa pag-inspect niya tala-gang indi po siya nashod sa Proper way ng checking ng connector.

 / INSPECTOR
KRISTAL CANE ABO


Rica P. Barte


Abraham Eickes
Vr Staff


Mr. URBANO