



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_PK09472

Andal, Pearl Angely Marasigan

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 27-Jul-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - FOR 3 DAY SUSPENSION July 23-25, 2019 July 26-28
Line	MAZDA DOB
Jr. Staff	O. RONDULLO
Staff	n. S. AND
ACKNOWLEDGE BY:	
MANAGER	June 8/02
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 25-Jun-19 to name: Andal, Pearl Angely Marasigan

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

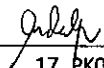
Not Follow SOP - Returning the harness on Dimension hanger due to encountered abnormality on IRCS

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_PK09472

FURUKAWA - Production Operator

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



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MEMORANDUM NO. HRADM

TO : 17_PK09472

Andal, Pearl Angely Marasigan 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 26-Jul-19

This refers to the alleged offense(s) you have committed at 25-Jun-19 to name: Andal, Pearl Angely Marasigan

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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 Follow SOP - Returning the harness on Dimension hanger due to encountered abnormality on IRCS

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conformer: 
17_PK09472

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1906-346

☒ AGENCY

Please Specify: PKINT

<u>G. Magadia</u> J. Magadia	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Ardael, Pearl Angely
Position: Associate
ID Number: 17PK09472
Batch No.: 141
Car Model/Line: Nissan Merge/1000

Process: Dimension Process
Group/Shift: OS/A
Date/Time: 06-25-19 / 10:30 am
No. of Offense: 1st Offense
Superior Name: M. Ambado

Audit Findings: Not following SOP

Details:

Returning the harness on dimension hanger due to encountered abnormality on IRCS
(not registered)

Remarks: Associate proceed to the other dimension inspection table.

WRITTEN EXPLANATION

Na-audit po ako kasi binalik ko po yang harness sa hanger na
for dimension sa kadahilananang nag Ng po ang IRCS ko. Tinawag ko po
ang aming acting jr. staff para magpabail, cubalit hindi po
koagad siya nakalapit kasi po may ginagawa siya inasikara po nisa
yang mga for shipment samantalang ang aming naman pong jr. staff ay
nasa QM pa. Wala na po kaming under inspection tag sa line kaya
hindi ko na po ito nalagyan. Ang ginawa ko po sa harness ay
inilagay ko pong muli sa hanger. Pagkatapos po ay umalis po
ako para mag-inspect sa ibang product sa malapit lang
dito.

Remarks/Evaluation:

please Issue Penalty

<u>Indilyn</u> Signature of Employee Date: <u>07-03-19</u>	<u>D.R. Remonillo</u> Jr Staff Date: <u>07/03/19</u>	<u>M. Ambado</u> Staff Date: <u>07/03/19</u>	<u>G. Magadia</u> Supervisor Date: <u>07/03/19</u>	<u>O. Magadia</u> Manager Date: <u>7/3/19</u>
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MEMORANDUM

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE & GENERAL AFFAIRS SECTION
SUBJECT : PENALTY FOR MAJOR NON-COMPLIANCE
DATE : APRIL 16, 2018
REF. NO. : HRGA-2018-04-14

Despite our memo issued on Sept 2017 regarding quality improvement on major non-compliance, we are again reiterating the following reminders and the corresponding disciplinary penalties.

A. Suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:

1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool
(Pag-repair ng harness na di naayon sa FALP rules)
2. Bringing of the following prohibited materials / tools within production area:
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool
(to be validated by the QA and Production Manager)
3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
4. Un-authorized operator doing the process (Pagsasagawa ng process ng hindi authorized/ walang certification from Recruitment and Training Section excluding expired Authorization up to 1 month)

NOTE:

- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| B | - | 2 nd offense | Suspension of six (6) to ten (10) working days |
| C | - | 3 rd offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 th offense | Dismissal; dishonourable separation from the service |

B. DISMISSAL from Employment: will be imposed to any member who will be caught and/or proven to have conducted any of the following major non-compliance:

1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.

Any non-compliance on these two additional items (a and b) will be subject for disciplinary action based on FALP Handbook under specific violations and their penalties, letter C. Offenses Against Work/Business Standards, number 4.

Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

This memorandum shall also supersede the memorandum issued last February 2, 2017 (QA-1702-01) and shall take effect on the date stated above.

Thank you very much for your utmost support and cooperation.

Prepared by:


GUILLERMO MAGADIA
QA Supervisor


Reviewed by:

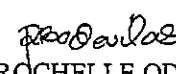

ARIENE RUBIO
QA Section Manager

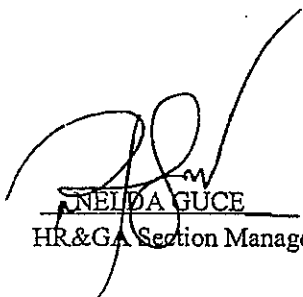
Approved by:


TAKEHIDE MARUOKA
QA Department Manager

Noted by:


EUGENIO CAILAO
Production Department Manager


ROCHELLE ODEVILLAS
Recruitment and Training Section Manager


NEIDA GUCE
HR&GA Section Manager


HIRONORI SHIRAHATA
Production Division Manager


MITSUSHIGE KAWASE
Administration Division Manager


MASAHITO TOKUDA
FALP President

PROPER METHOD OF TRANSFERRING FINISHED GOODS/ RE-PACKING METHOD

DOCUMENT NO. **FALP-WI-QCA-18003** 2 May-08-2019

ALL	Polyliner, Carton Box, Bubble/Air Sheet, Carton Pads	N/A	Prepared by:	Checked by:	Verified by:	Approved by:
N/A	To set standard on how to transfer finished goods in different cases	Final Assembly Process	Staff	Supervisor	Assistant Manager	Sec. Manager/Dept. Manager

CONDITION A: ALL HARNESS INSIDE POLYBOX CAN BE TRANSFER AT THE SAME TIME (If small quantity of branches and/or easy to transfer will not affected to quality matter)

1 Start transferring harnesses from one polybox to another polybox.

2 Put the polyliner on the polybox.

3 After transferring the polyliner, arrange the harness based on the Operation Instruction provided.

4 Cover transferred harness with bubble sheet and carton pads.

5 Put the harness on the pallet.

CONDITION B: IF THE HARNESS CANNOT BE TRANSFER ALL AT ONE TIME.

1 Two person must be assign, when transferring the finished goods both inspector must hold both ends of harness.

2 Put the harness on polybox.

3 After transfer, inspector must check the correctness of polybox versus actual harness to avoid wrong/interchange polybox.

4 Put the polybox on the pallet/FS cover.

CONDITION C: IF THE HARNESS IS FROM SEA SHIPMENT TO AIR SHIPMENT (PO CHANGE) (If many quantity of branches have critical packing method)

1 One person can do, transfer harness from carton box to polyliner.

2 After transferring, inspector must compare the actual harness versus polybox to avoid wrong/interchange polybox.

3 Transfer the polyliner on the pallet/FS cover.

HAIRNESS TO BE TRANSFER ON POLYAINER

1 Start transferring harnesses from one polybox to another polybox.

2 Put harness on another polybox.

3 After transferring on the polybox, arrange the harness based on the Operation Instruction provided.

4 Cover transferred harness with bubble sheet and carton pads.

5 Put the harness on the pallet.

DR/CR No.	Revision No.	Effective Date	Details of Change
QA-QCA-13a-1905-005	2	May-08-2019	Additional warning information for safety purposes
QA-QCA-13a-1905-002	1	Mar-26-2019	Change document title from Proper Method of Transferring Finished Goods from Carton Box to Polyliner to Proper Method of Transferring Finished Goods/ Re-Packing Method; Additional pictures on Condition A; Inside carton box with bubble sheet; b. Inside Finisher box without bubble sheet; Additional information on Condition C: If small quantity of branches and/or easy to transfer will not affected to quality matter; Additional condition on proper method of transferring finished goods/ repacking method shown on Condition C: If harness id from sea shipment to air shipment (PO CHANGE) (If many quantity of branches have critical packing method)
QA-QCA-13a-1804-001	0	Apr-09-2018	First Issue