

Event 72R - UR - STAFF

05

**YUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**  
Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: 13-0213	Complete Name: Cuenca, Aida L.	Section: Suzuki Final	Date of Incident: October 10, 2018	Date Issued: February 2, 2019
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On October 10, 2018 it was reported that you were allegedly caught during reviewing of CCTV due to received customer claim(bend terminal), removing foreign material inside connector using unidentified material as reported by I-Alert.


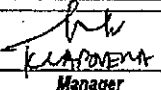
In view of the above, please explain in writing within 5 days or until February 8, 2019 why no disciplinary action should be imposed on you for violating the Major Non-Compliance Section A No.1 which states Unauthorized/hidden repair excluding usage of prohibited extraction tool.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> offense.

(Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

#### FREQUENCY OF OFFENSE


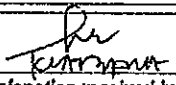
<input checked="" type="checkbox"/> 1 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee: Aida L. Cuenca Signature over Printed Name	Date Received: 2/10/2019
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

AKO PO SI AIDA CUENCA NG LINE 5120 AT HUMIHABI NG PAUMAHIN  
SA HINDI KO PAGKOD SA SOP. NAG ALLS PO AKO NG FOREIGN MATERIAL  
(EXCESS CONNECTION) SA WH-SSG-TSINO-1B SA NOPE RANCE GAMIT PO  
ANG CLEAR TAPE, SINIBUKAN KO PO ALILIN ANG FOREIGN MATERIAL  
SA MATING RARI NG CONNECTOR. HINDI NA PO AKO TUMAWAG NG QA  
PAHL WALA NAMAN PO SA LOOB NG TERMINAL ANG FOREIGN MATERIAL,  
KAYA PO NATANGAL AGAD. NAGMAMADALI NA DIN PO AKO NG HINDI  
MATAMBAKAN ANG APPEARANCE HINIGI KO PO ANG IYONG PANG UNAWA  
AT NANGANGAKO PO ALONG SUSUNOD SA SOP NA KAPAG NAKA-ENCOUNTER  
NANG NG MINOR DEFECT GAGAWAN NG DRONGE TAG.  
- BEMIND KONA PO ULIT LAHAT NG INSPECTION SA SOP AT TAMANG  
PROSESO KAPAG NAKA-ENCOUNTER NG MINOR DEFECT AT NG.

 Employee Name Signature over Printed Name	Date prepared: 02/08/2019	 Explanation received by: Signature over Printed Name	Date Received: 2/12/19
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## Part 3: (To be filled-in Immediate Superior)

## EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning☐ Written Warning

Major Offense

☒ Suspension☐ Dismissal

## Result of Investigation:

She is aware on memo of non-compliance but still did not obeyed  
her reason is CA to start respond to their Andon. But there is minor defect  
regarding floor.

## RECOMMENDATION / CORRECTIVE ACTION

Suspension

3 Workings Days

Date from

3/5

to

3/7

Date Returned to work

3/8

Dismissal

Effective Date:

Offenses Against:

Remarks:

Issued by:

*[Signature]*  
Immediate Superior  
(Signature over Printed Name)

Recommended by:

*[Signature]*  
Section/Department Manager  
(Signature over Printed Name)

Approved by:

*[Signature]*  
Human Resources  
(Signature over Printed Name)

Noted By

*[Signature]*  
President  
(Signature over Printed Name)

Date:

Date:

3/21/17

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:

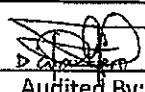
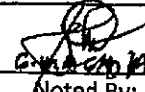
Date Received: MARCH 4, 2017

# I ALERT WRITTEN EXPLANATION

Control No: SCA-11-18

☒ FAS

☐ PKIMT

 Audited By:	 Noted By:
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Name: Quencia, Aida  
Position: Jr. Staff  
ID Number: D-093  
Batch No.: 2  
Car Model/Line: Subaru for magu / S120

Process: N/A  
Group/Shift: A/RL  
Date/ Time: Feb. 16, 2018 / 2:45  
No of Offence: 1st  
Superior Name: PO-IV J. Lopez

Audit Findings: Non-compliance on Jp when detecting foreign material on connector.

Details: Upon reviewing of CCTV due to receiving Customer Claim (Bent-Up Terminal) in which affected harness took 4 mins. in appearance inspection, Jr. Staff caught remaining of foreign material inside connector but unidentified material was used.

## WRITTEN EXPLANATION

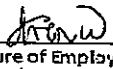
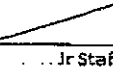
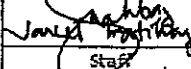

ALO PD SI MIDA CHEVA NG LINE S120 AY HUMAHINGI NG PAUMAHAN-CA HINDI KO PD PIGUNDO NG SOP. DAGANG PD AYO NG FOREIGN MATERIAL (EXCESS CONNECTION) LA CON. SSG-TSN) 0-18 CA APPEARANCE BAHIT PD ANG CLEAR TAPE. SUBANGKAN KO PD ALIGIN ANG FOREIGN MATERIAL SA MANG PART NG CONNECTOR. HINDI NA PD AKO TUMAWAG NG RA. DAHIL WALA KAMAN PD SA LOOB NG TERMINAL ANG FOREIGN MATERIAL. KAYA PD NATURAL AGAD. NAGMAMAHALAL RA NA DIN PD AKO NG HINDI NAKATAMAYAN ANG APPEARANCE. HINGI KO PD ANG IYONG PANG UNAY NA MANGANGAKO PD AYONG CUSION SA COP NA KAPAG NAKA-ENCOUNTER MANG NG MINOR DEFECT AY GAGAWAN NA NG ORANGE TAB.

REMINO KO NA PD HAT LAMAT NG INSPECTION SA SOP AT MANG PROSESO KAPAG NAKA-ENCOUNTER MANG MINOR DEFECT AT NG. BWARE KO NA DIN PD ANG SUB RESY AAA OPERATOR NA ICHECK ANG MGA CONNECTOR. DAGO AT PAGKATAPAS MALALAWASY MAWAGAN ANG FOREIGN MATERIAL.

## Remarks/Evaluation:

Jr staff did not call attention of RA Jr staff, no available jr staff within the area. Already advise her to inform staff above to call attention (thru paging) of RA Jr staff. This is non compliance, concern PD Jr staff is under monitoring of SV above. Additional jr staff was given to the line (do recounting of FA) so as the current jr staff can focus in line control and process check. On going improvement also in line SS to avoid recurrence of foreign material defect

Please Issue I/R

 Signature of Employee Date: <u>11-16-18</u>	 Jr Staff Date: _____	 Supervisor Date: <u>11-16-18</u>	 Manager Date: <u>11/18</u>
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FEB 01 2019