

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** MANIEBO, BERNADETTE

**EMPLOYEE NUMBER:** BF-13589

**DEPARTMENT:** HONDA 3124

**DATE:** November 8, 2019

**SUBJECT:** OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

### RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

**VIOLATION COMMITTED:** Non-Compliance or failure to follow the standard operational procedure in inspecting the product. Inspector did not follow barcode first before inspection dated last **September 19, 2019**.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a 1 day suspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

**PREPARED BY:**

  
**Angie T. Gomba**

**MDHII HR COORDINATOR**




**NOTED BY:**

  
**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**

  
**MANIEBO, BERNADETTE C. 11-20-19**

**Employee's Signature Over Printed Name/Date**

RECOMMENDATION	
DATE OF SUSPENSION:	February 20, 2020
DATE RETURNED TO WORK	Feb. 21, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	<b>IMMEDIATE SUPERVISOR</b>
	
	<b>CLIENT'S MANAGER</b>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.	

**Received by:**  **ANGIE T. GOMBA 11/20/19**

**Signature Over Printed Name/Date**

# NOTICE TO EXPLAIN

EMPLOYEE NAME: MANIEBO, BERNADETTE

EMPLOYEE NUMBER: BF-13589

DEPARTMENT: HONDA 3124

DATE: November 8, 2019

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)**

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

**VIOLATION COMMITTED:** Non-Compliance or failure to follow the standard operational procedure in inspecting the product. Inspector did not follow barcode first before inspection dated last **September 19, 2019** which subject you to **1 to 5 days suspension.**

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY: \_\_\_\_\_

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: \_\_\_\_\_

Michelle A. Fajardo

MDHII HEAD COORDINATOR

**EMPLOYEE'S EXPLANATION:**

Dakawa po kaming nag-inspect ng harness na un. Hati po kami ng portion ako po ang nagpapack ng harness pagkatapos mag inspect. Minan salitan po kami sa pagbabarcode kung sino po ang mauna samin matapos sya ang kukuha ng harness at magbabarcode, hindi po namin napansin na hindi po pla nabarcode ang harness bago kami mag-inspect nalaman na lang po namin nung tapos na kami mag-inspect hindi ko rin naman po na-check ang monitor bago ako magsimula, eksaktong naman po na me nag-audit nun.

**NOTE: You may use an extra sheet as needed**

MANIEBO, BERNADETTE C.

11-20-19

Employee's Signature Over Printed Name/Date

Received by: \_\_\_\_\_

ANGIE T. GOMBA 11/20/19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1327

☒ AGENCY

Please Specify: MDHII

<u>JR. ROLIS</u>	<u>Magadia</u>
Audited By:	Noted By:

Name: Maniebo, Bernadette  
 Position: Associate  
 ID Number: BF-13589  
 Batch No.: 254  
 Car Model/Line: Honda TKRA/3124

Process: Appearance  
 Group/Shift: A / DS  
 Date/ Time: 09-19-19 / 01:20PM  
 No. of Offense: 1st  
 Superior Name: R. Capistrano

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

Inspector did not follow barcode first before inspection

## WRITTEN EXPLANATION

Dalawa po kaming nag-inspect sa harness na yon at may mga portion din kami kaso pag ako ang delay salitan kami sa pagbarcode at paglalay-out ng harness. Pagkatapos ko po mag-pack ng harness nindan direktso na ako sa pag-inspect dahil alam ko nakapag-barcode na sya at katapos na mag-inspect kaya direktso inspect na ako hindi ko rin po napansin na hindi rin sya naka-pagbarcode. Naya kalabahi na ko pag portion ko ng matata namin na walang nakapag barcode samon nang harness bago inspect.

- Susunod na po ako sa rule na Barcode first before you inspect at laging icheck ang p.c kung nabarcode ang harness bago mag-inspect para maiwasan ang skip process para hindi na ito maulit.

Remarks/ Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>09/19/19</u>	<u>[Signature]</u> Jr Staff Date: <u>09/26/19</u>	<u>[Signature]</u> Staff Date: <u>9/26/19</u>	<u>[Signature]</u> A. Vergara Supervisor Date: <u>10/9/2019</u>	<u>[Signature]</u> Manager Date: <u>10/9/19</u>
--	---	---	--	---



# Final Assembly Assurance/Appearance Inspection Process

QCA MODEL	MATERIALS	TOOLS	DEVICES/EQUIPMENT USED	REFERENCE	APPROVAL	APPROVED BY:		
ALL	Master Sample, Registered Ballpen, Daily Checksheets	Quality Assurance Inspection Board; IRCS; Paststape Supplying Machine		FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-QCA-LS-143, FALP-WI-QCA-15003, FALP-WI-QCA-15007, ZEK-025-E	Prepared by: Sharon Morfe Supervisor	Checked by: B. Ramirez / Guillermo Mananila Assistant Manager	Verified by: Annabel Naejel Section Manager	Approved by: Inchilla Mantola Department Manager



1. For preparation, conduct 5'S in inspection area and check the condition of inspection board and master sample base on the MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of MEI-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/ Assurance Daily Checksheet of Tools and Materials.

1.2 After filling-out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer to FALP-GL-QCA-LS-143 Proper Treatment on Lacking Harness and if there is no lacking harness, log in to IRCS using own QR code.

1.3 Get the harness from the hanger/polytrainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).

NOTE 1: In case line has no master sample or the master sample was in no good condition, Inspector will use Daily Sample provided by QA/PA/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GL-QCA-LS-143 Control of Master Sample

NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.

## 4.1 Inspection flow/procedure for product which are required to barcode the polybag in polybox.



4.1.1 Sign the polybag as indication of person who performed the packaging and set/put the polybag in polycard holder of the polybox.

Note 1: Write also all the required marking [ex. marking for customer claim, block audit claim] in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo First Good inspection refer to OI no: ZEK-025-E

Note 3: Check the plastic polybag holder. Ensure that there is no dirt or marking on it. (refer in Good and No good condition beside)



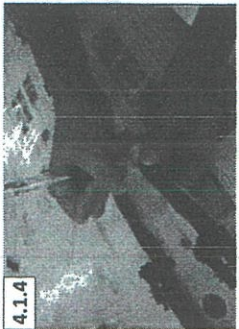
4.1.2 Proceed to inspection process based on PFG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.

Characteristics: Assurance Inspection (MAZDA)



4.1.3 Push the button for pass tape and attach to the harness.



4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance/Appearance inspection.