



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 : 18_PK27619
NAME : Reyes, Jun Sabile
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 24, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day DET 25, 2019
Line	QA - 85724 / B
ACKNOWLEDGE BY:	
AGER	B. Ramirez
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Reyes, Jun Sabile

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 inspecting the product

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: 18_PK27619

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 : 18_PK27619
NAME : Reyes, Jun Sabile
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Reyes, Jun Sabile

Violation Offense

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: Reyes, Jun S.
18_PK27619

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1000-1383

☒ AGENCY

Please Specify: PHRM

<u>R. Barte</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Royce Jun
Position: Associate
ID Number: 18-5427619
Batch No.: 236
Car Model/Line: Suzuki YDI 1512H

Process: QA
Group/Shift: 2 hrs
Date/ Time: 09-18-19 / 11:25am
No. of Offense: 1st
Superior Name: J. Pangamban

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

Details: 6) Inspector did not follow on proper way of checking connector

WRITTEN EXPLANATION







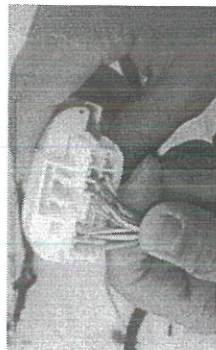
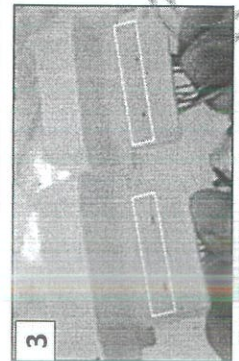

About this incident, I'm really sorry ma'am/sir. I know that there is a proper way of checking of connector, from mating part, then front side back side left & to rightst right then the last is the insertion. Sorry if I did not make it last time because of some of our connector has its cleat point. That's why there's a time that I do not follow the proper way of checking. And thought that it's right. I should know to do what's right.

And I Jun 3 Royce promise to follow the SOP of checking connector and I will practice myself to follow it at all times. As a Quality Assurance inspector, I must be one of the inspector that should follow the rules and regulations of the company. Again I deeply sorry for what I've done.

Remarks/ Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>9/18/19</u>	<u>J. Pangamban</u> Jr Staff Date: <u>9/17/19</u>	<u>J. Pangamban</u> Staff Date: <u>9/17/19</u>	<u>[Signature]</u> Supervisor Date: <u>10-0-19</u>	<u>[Signature]</u> Manager Date: <u>10-3-19</u>
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FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		WORK INSTRUCTION		PAGE NO.: 1 OF 1	
DOCUMENT TYPE:		REVISION NO.: 3		EFFECTIVITY DATE: May-08-2019	
DOCUMENT NO.: FALP-WI-QCA-15008		APPROVAL			
Prepared by:		Checked by:		Approved by:	
L. Mindanao Staff		S. Morfe Supervisor		B. Ramirez Asst. Manager	
A. Nachor / T. Maruoka Sec. Manager / Dept. Manager					
REFERENCE		DEVICES / EQUIPMENT USED		SCOPE	
FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GL-ESH-18006		Alignment Jig		Final Assembly Process	
MATERIALS		PURPOSE			
N/A		To set instruction on how to check the condition of connector properly			
FORMS					
N/A					
 <p>1</p>		 <p>2</p>		 <p>3</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 (formule connectors that has alignment jig) 9. Presence and condition of buck 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 half locked retainer 	
 <p>4</p>		 <p>5</p>		 <p>6</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-CP-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 busmen (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 60mm away from neck of connector. b. Avoid too much bending of branch. 	
 <p>7</p>		 <p>8</p>		 <p>9</p>	
<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>NO GOOD condition on proper way of checking connector.</p> <p>WARNING</p> <ol style="list-style-type: none"> 1. In case of Abnormalities, Please 2. Stop the Production or Process 3. Call the attention of Jr. Staff / staff 4. Wait for further advise 5. Wear proper PPE (refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE 6. Be careful not to cause injury during inspection of wireharness 		<p>NO GOOD condition on proper way of checking connector.</p> <p>WARNING</p> <ol style="list-style-type: none"> 1. In case of Abnormalities, Please 2. Stop the Production or Process 3. Call the attention of Jr. Staff / staff 4. Wait for further advise 5. Wear proper PPE (refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE 6. Be careful not to cause injury during inspection of wireharness 	
<p>DR/CR No.</p> <p>Revision No.</p> <p>Effectivity Date</p>		<p>QA-QCA-13a-1905-015</p> <p>3</p> <p>May-08-2019</p>		<p>QA-QCA-13a-1707-001</p> <p>2</p> <p>Jul-24-2017</p>	
<p>A3a-1610-007</p> <p>1</p> <p>Oct-21-2015</p>		<p>A3a-1507-022</p> <p>0</p> <p>Jul-25-2015</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</p> <p>Picture item no. 6; additional instruction and note on sequence no. 1,3,4,5,6,6; Remove check item for (color/size/type of wire) insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item pending of branch curing checking of connector (sequence no. 6); additional reference</p> <p>Item No. 8</p> <p>Item No. 11</p> <p>Update the sequence number of Process, additional comment for sequence No. 11</p> <p>First Issue per ISO 9001:2008 Quality Management System</p>	