



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

1034-12

## INCIDENT REPORT FORM

ID Number: 19-04851	Complete Name: Wagan Sherybel	Section: PD3-MAZDA FINAL	Date of Incident: July 02, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On July 02, 2020 it was reported that you allegedly do non-compliance act (Caught cutting of band cut on appearance inspection table) as reported by I-Alert auditor.

In view of the above, please explain in writing within <sup>5 days</sup> 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.1 Unauthorized Repair/Hidden Repair excluding usage of prohibited tool.

The alleged offense is punishable by suspension for 1st offense. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.

(Please explain in writing within <sup>5</sup> 48 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"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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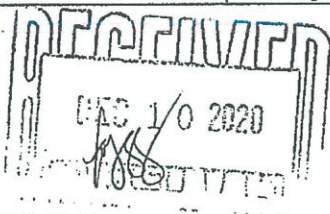
Issued by:  E. Garcia Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  Wagan Sherybel Signature over Printed Name	Date Received: 10/20/2020
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Ako po si Sherybel Wagan ay nagkaroon ng I-Alert na nagpapakita na  
Ako ay nagmamalasakit sa katatagan ng appearance table. Nagkaroon po kami poon ng loke change  
kaya po kumita ko ang cutter sa leaker ko at hinigatyan ito. Hindi ko marami sa mga  
na dapat para sa mga sumagat o para line ng cutter hindi rin naman po iyon nagsagay  
sa akin ng krim (I-Alert) kasi sa kagagatang ko lang din po sa line na ito.

 Wagan Sherybel Employee Name Signature over Printed Name	Date prepared: 10/20/2020	 Explanation received by: Signature over Printed Name	Date Received: 10/20/2020
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## Part 3: (To be filled-in Immediate Superior)

## EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: <u>She acknowledged her mistake &amp; do not perform same abnormality</u>			

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>2</u> Workings Days	Date from <u>11/25/20</u> to <u>January 11-12</u>	Date Returned to work <u>1/27 Jan 13</u>
Dismissal	Effective Date: _____	Offenses Against: _____	
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By:
<u>H. d. [Signature]</u> Immediate Superior (Signature over Printed Name)	<u>[Signature] E. CALAO</u> Section/ Department Manager (Signature over Printed Name)	<u>[Signature]</u> Human Resources (Signature over Printed Name)	<u>[Signature] M. Tokuda</u> President (Signature over Printed Name)
Date: <u>12/2/20</u>	Date: <u>12/2/20</u>	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.

SHERIDEN M. VILGARD  
Employee Signature over Printed Name:

Date Received: 01-08-2021



FURUKAWA AUTOMOTIVE SYSTEM  
LIMA PHILIPPINES

R. Tabogon	J. Reyes/K. Hernandez	G. Mag
Prepared by:	Checked by:	Approve

### I-Alert Daily Line Audit Report

<b>CUSTOMER: MAZDA</b>			
Date & Time	July 2, 2020/	Illustration	Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Mazda J20		
Line No.	1034		
Name	Sherybel Wagan		
ID No.	1904851		
Batch No.	107		
Process	Appearance Process		
FAS or Agency: specify	FAS Expert		
Person Informed	G. Garcia/J. Magpayo		
Audited by	L. Cabataña		
Reason/Risk:			
Audit Details			
<u>Un-Authorized/Hidden Repair</u> Expert caught caught cutting of bandcut on appearance inspection table Remarks: Affected line was not allowed to use side cutter			

QCA-097-00

EFF:10/17/19

allowed only on dimension process on selected lines only





**FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.**

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

Title:

Hearing

Date: 10/30

Venue:

Mazda Control Area

Time:

Facilitator:

Hazelyn Dimayuga

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	WAGAN, VENERBEL M.	DD3	EXPERT	
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

Facilitators Signature/Date:



## Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevillas

Date : October 30, 2020

Location : Mazda Control Area

Agenda :

### Hearing

Attendees :

Wagan, Sherybel

Details : Meeting Started:

\_Discussed the violation for the issuance of IR.

\_Employee explain her side and give reasons why she committed the violation.

#### Based on Investigation:

She acknowledged her mistake & do not perform same abnormality.

For the offense committed employee Wagan, Sherybel will be given suspension of 2days.

Noted and fully acknowledged.

End of Minutes