

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 PK26574

Alzaga, Patrick Ajhon Escandor

**FROM** 

: PKIMT Management

SUBJECT

: Notice for Suspension

No. of Offense

: 1st offense

DATE

March 13, 2019

This refers to the alleged offense(s) you have committed at

27-Feb-19

to name:

ACKNOWLEDGE BY:

PKIMT

No. Offense:

Jr. Staff

Alzaga, Patrick Ajhon Escandor

Signature Over Printed name/ Date

O. CABRERA

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

16A4 SUSPENSION

APRIL 04, 2019 april 05, 2019. De

Violation Offense No.V

## OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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:

# Non-compliance on SOP - Do not apply pen markings during Inspection

You are hereby given 5 days upon reciept of this letter to explain in writing why you should not 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.

8 PK26574

NOTED BY:

PKIMT Management

Conforme:

**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 PK26574

Alzaga, Patrick Ajhon Escandor

**FROM** 

: PKIMT Management

**SUBJECT** 

: Notice to explain

No. of Offense: 1st offense

DATE

: 12-Mar-19

This refers to the alleged offense(s) you have committed at

27-Feb-19

to name: Alzaga, Patrick Ajhon Escandor

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:

Non-compliance on SOP - Do not apply pen markings during Inspection

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:

PURUKAWA - Production Operator

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

	TALERT WKIT	TEN EXPLAN	AHON	
FAS			Control No:	FALP - 1A - 1902 - 130
AGENCY Please Spo	ecify: PKIMT		J. Wintorm Audited By:	G Magadia Noted By:
Name: Position: ID Number: Batch No.: Car Model/Line: Audit Findi Details:	Patrick Aginon Alzagon  Associate  18 - PK245741  Batch 229  Suzuki YDI / Sille  ngs:  OPPLY of pen markings		Pinension B/NS 02-27-19/11:03pn 15+ offers GRamas / M.	)rbano
Naki ng pen maj	WRITTE  3 Limutan to Pong  2 king, kasi po nagsusu	EN EXPLANATION		eing Ir Staff
	Please sul Rema	Rarks/ Evaluation:		

Signature of Employee
Date: (1/27/19

Chome Jr Staff Date: 3-01-19

murpano Staff Date: 3 01-19

g. pener Supervisor Date: 3-01-11 2) 8/19 17/200 × Manager Date: 3/4/9

# DIMENSION INSPECTION PROCESS (FIRST INSPECTION)

Nov-06-2018 WORK INSTRUCTION DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-PRD-IP-044

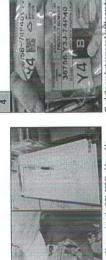
Staff FALP-WI-QCA-15007 FALP-WI-MEI-IB-222 Final Assembly Process IRCS System To serve as checking tools in inspection in terms of dimension for exact fitting in the car. Dimension Inspection Table, Zebra Black Ballpen QCA-007 Final Asiembly Process Inspection Record; QCA-009 Details of Detects; QCA-008 Final Assembly Process Minnor Defect Record; ed-055E1 Daily Check Record for Dimension, Appearance, Assembly Assurance Inspection Board; CPA-051 Diefect Tag (Final Asse A.

Department Manager/ Division Manager Section Manager Supervisor



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Get the harness from the hanger.
Note: Arm band is only applicable on big harness.



Proper Timing of using QCA-007 Final Ass Initial Mass Pro: 1 month use
 Mass Pro with IRCS: No need to use
 Mass Pro without IRCS: Still need to use

Check the product name and set the product notice to it's applicable product. Check point: Product notice label must be the same with



table. Using IRCS system scan the part

Lay-out the product into the dimension inspection table. Using IRCS system scan the part name using the 2 barcode reader then input shift no.

Leck point:

a. Product name, lot number and serial should be the same as displayed in the IRCS screen. B. Upon alloyout cell harmers on the dimension board and found short dimension even Imm only, automatic considered NG and must follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow.

CAUTION: Pulling of branch is strictly prohibited.

NOTE: When encountered Minor Defects, re-verification of repaired and all affected portions must be performed.



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3 3 3 5 3

Put pen mark in the pass tape indicating that it undergone and passed dimension inspection.

Stick Dimension pass tape (yellow) to harness Note: Applicable to lines using pass tape only.

Used registered zebra black ballpen
 Applicable to lines using pass tape only.

In re-inspection process after inspection, inspector must put sign into the CPA-015 Defect Tag (Final Assembly Process). Then pass it to the next process Continuity inspection. If NG, follow FAIP-WI-QCA-15007 Final Assembly Process Defect Record to QCA-007 Final Assembly Process Inspection Record.
Note: Refer to step 3 for Proper Timing of using QCA-007 Final
Assembly Process Inspection Record. Flow Check point:



Call the attention of concerned personnel and report any

| dahoormality in machine or process. | Always turn off the machine/equipment when not in use and when countered abnormality. | Wear proper PPE. Refer to FALP-GL-ESH-18006 Personal Protecteive Equipment (PPE)

307 Final

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EFF:04/09/18

Observe the start of the sequence then:

a. If the pass tape cannot dispense properly call

If pass in inspection click OK button ar press the OK button of the IRCS system to dispense the dimension pass tape. If NG, follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow. person

b. Part name, lot number and serial sh
in the screen.

> critical area, must stop the line if occurs 3 consecutive of the same problem . Line must stop also if dimension is on critical point for 3 times using same assy board number. c. We must follow the attention point attached in Dimension

a. Dimension should be in the target (green area)
 b. If the dimension is in the yellow area it means that it is in

Note: For Hoalda 32107 TAA,TAB and TAD special checking is done to ensure that the 3 connectors are properly fitted to the lever and 2 conectors on each side will not interchanged. It is done by putting the lever into checker ||§| (see picture above)

d. Follow the sequence of inspection

DR CN No.	Revision No.	Revision No. Effectivity Date	
C. C	u	Mar. 06 2010	Add warning for safety rule; Changes on picture under step 2, 4, 5, 8 and 10; Add note for the use of arm band under step 2; Add note for proper timing of using QCA-007 Final Assembly Process inspective
PD-PRD-138-1810-013	n		Record under step 3.
100 100 100		Eab 24.2018	Update forms and reference documents to be used; Change product (from: 32107-52TS and 32107-TAA; to: 32107-TAA, TAB and TAD) to be checked under step 6; include provision for filling up QCA-007
PD-PRD-L3a-1802-00/	*		Assembly Process Inspection Record for 1 month only (applicable to Initial mass production only) under step 3 and step 10.
A3a-1511-044	3	Nov-27-2015	Update reference and forms: Change product to be checked on step 6; Additional note for step 5,6,8 and 9
A3a-1405-012	2		Changes on Step 6 - checkpoint b; Changes on Step 5 - additional checkpoint b: additional caution point
A3a-131	1	1	Additional inspection process for HONDA SZW-32140
Δ3a-044	0	Apr-01-2013	First Issue per ISO 9001:2008 Quality Management System

		Other Audit Report	
Car Model	Suzuki yd1	FEBRUARY	Action Taken
Date/Ti.::e:	February 27, 2019		
ine/ Process	5113/Dimension Inspection		7
hift/ Group	NS-B		1
erson Informed	C.Ramos/M.Urbano		
	Details	75/23	
Dimension Insp marking	pector did not apply pen on passed tape.	SAME FAS TOWN AND THE TOWN AS	