

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

Lima Technology Center, Lipa City, Batangas

**INCIDENT REPORT FORM**

ID Number: <b>17-03237</b>	Complete Name: <b>Estrellado, Rose Marie B.</b>	Section: <b>3104/A</b> <b>Honda Final</b>	Date of Incident: <b>December 12, 2018</b>	Date Issued: <b>January 8, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

**INCIDENT REPORT****VIOLATION:**

On December 12, 2018 it was reported that you were allegedly caught conducting advance insertion on connector with Product No: 32107-TAB-N412-6 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 14, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No 3 which state Non-compliance on INSERT-PULL Method.

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:  ROSE MARIE B. ESTRELLADO Signature over Printed Name	Date Received: <b>01-23-19</b>
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Part 2: (To be filled-in by concerned employee)

**EXPLANATION**

Ako po si Rose Marie B. Estrellado na nag advance insertion sa katalahilang ako po ay delay nahi at wala na pang kuy out. Tumulong din po kasi ako sa picking na maiset ang wire. kasi wala na din po kami magamit na wire. Alam ko po na bawal pero po nagawa ko yun dahil po wala kami buffer. at para makaahan matagal na po kasi ng andon, sinisuguro ko po na hindi na mauulit pa at kung sakali wala na ako buffer. Jaandon ko naling po kahit matagal ang andon at sasabihin ko naling po kung bakit ako delay para po matulungan nika ako

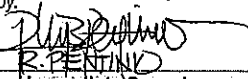
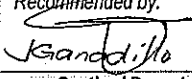


 ROSE MARIE B. ESTRELLADO Employee Name Signature over Printed Name	Date prepared: <b>01-23-18</b>	 H. D. Hapana Explanation received by: Signature over Printed Name	Date Received: <b>1/24/19</b>
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## Part 3: (To be filled-in Immediate Superior)

## 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: - members responsibility is to stop-call-wait if abnormality encountered.			

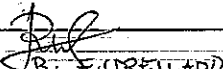
## RECOMMENDATION / CORRECTIVE ACTION

Suspension	2 Workings Days Date from 4/7 to 4/8		Date Returned to work 2/9
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/ Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By  President (Signature over Printed Name)
Date: 01/30/19	Date: 1/30	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.

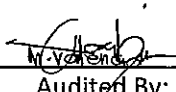

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

  
Employee Signature over Printed Name:  
Date Received:

# I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII  
☐ PKIMT ☐ ADD EVEN

Control No: 402-12-18

 Audited By:	 Noted By:
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Name: Rose Marie Estrallado  
 Position: Associate  
 ID Number: 17-63237  
 Batch No.: 65  
 Car Model/Line: Honda 3108

Process: Sub - Assy  
 Group/Shift: NS - A  
 Date/ Time: Dec. 12, 2018 / 5:15 Am  
 No of Offence: 1st  
 Superior Name: A. Demopete / R. Reyes

Audit Findings: (Advance Insertion) Non-compliance on INSERT & PULL method  
 Details: Product no: 32107 TAB: N412-G

See attached sheet for the details.

## WRITTEN EXPLANATION


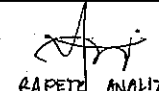

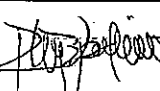

Ako po si Rose Marie B. Estrallado na mag advance insertion sa kadahibang ako po ay delay at wala ng pang layant. Tumulong din po kasi ako sa picking na maicet ang wire kasi po wala din kami magamit na wire. Alam ko po na bawal pero po nagawa ko yun dahil po wala kami buffer at para makaaron matagal na po kasi ng ardon.

Sinunguro ko po na hindi na mauulit pa at kung sakali wala na ako buffer. Jaandon ko mabing po kahit matagal ang ardon at ceteribin ko nalang po kung bakit ako delay. para po matulungan nila ako.

## Remarks/ Evaluation:

Please Issue I.R

15-19

 Signature of Employee Date: <u>12-12-18</u>	 DE RAPETA, ANALIZA D Jr Staff Date: <u>12/20/18</u>	 MENDOZA, JEMIMAH GRACE Staff Date: <u>12/20/18</u>	 Supervisor Date: <u>12/20/18</u>	 Manager Date: <u>12/20/18</u>
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