

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

Lima Technology Center, Lipa City, Batangas

# INCIDENT REPORT FORM

ID Number: <b>13-0213</b>	Complete Name: <b>Cuenca Aida</b>	Section: <b>Production 2</b>	Date of Incident: <b>September 3,2020</b>	Date Issued: <b>October 20,2020</b>
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**Part 1: (To be filled-in by the Immediate Superior)**

## INCIDENT REPORT



On September 3, 2020 it was reported that you allegedly caught in act conducting rotating of clamp due to wrong view in appearance inspection process as reported by I-alert member.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Policy C. Offense Against Work/Business Standard No. 5 Unauthorized repair/hidden repair excluding usage of prohibited extraction tool.




The allege offense is punishable by Suspension. 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.

November 24, 2020 - suspension date

*(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: 	Noted by: 	Received by Employee: 	Date Received: 10/18/20
Immediate Superior Signature over Printed Name	Manager Signature over Printed Name	Signature over Printed Name	

**Part 2: (To be filled-in by concerned employee)**

### EXPLANATION

AKO PO SI MICA CUENCA JE-STAY NG LINE 210G,  
AY NATULI NAGIKOT NG CLAMP, dahil sa <sup>sa</sup> ~~sa~~ WIKONG  
VIEW OF ANG BRANCH, INIKOT KO NA LANG PO ANG CLAMP  
SABANG NAMAN PO ANG ISANG HARNNESS. KAYA GINA WA KO  
PO ITO. HANAP HINOKI KO NA PO WALITTEN, AT VAKUNDO NA PO  
AKO SA COP.

 ALOA L. CHAMBERLAIN Employee Name	Date prepared:  10-20-20	 R. McJANET Explanation received by: Signature over Printed Name	Date Received:  10-21-2020
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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
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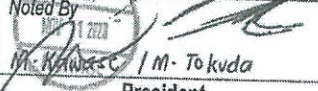
Result of Investigation:

- Penalty for major non compliance suspension for one day.
- She was aware that refuting of clamp & appearance is prohibited and it may cause another defect.

RECOMMENDATION / CORRECTIVE ACTION

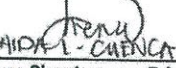
Suspension	<input checked="" type="checkbox"/> 1 Workings Days Date from 11/24 to - - Date Returned to work 11/25
Dismissal	Effective Date: Offenses Against:


Remarks:	
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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:  M. K. Kulkarni / M. To kveda President (Signature over Printed Name)
Date: 10-21-2020	Date: 10/22	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: 10-21-2020

Date & Time	September 03,2020/10:50	Illustration	Action Taken
Shift & Group	NS-A		
Car Maker/ Model	Daihatsu		
Line No.	2109		
Name	Cuenca, Aida		
ID No.	13-0213		
Batch No.	02		
Process	Appearance		
FAS or Agency: specify	FAS Associate		
Person Informed	S. Burgos		
Audited by:	J. Masacayan		
Reason/Risk:			
Audit Details			
<u>Un-authorized Repair/Hidden Repair</u> Jr Staff conduct rotating of clamp due to wrong view of clamp in appearance inspection process.			





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

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

Title: Counseling Regarding 1- defect audit  
Venue: PO2 Quality / Control Area  
Facilitator: R. Montano

Date: 10-21-2020

Time: 9:55

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Donabel L. Cuartero	QC-intent	Staff	
2	Michelle Valant	QC-intent	Staff	
3	NIDA I. CUENCA	PO2	UK-STAFF	
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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:

10/21/2020  
EFF: 04/01/13



## Minutes of Meeting

Prepared	Examined	Verified	Noted
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	

Date: 10-21-2020

Location: PDA Control Area

### Agenda:

Counseling Regarding 1 - alert audit

### Attendees:

see attached file

### Details:

Un-authorized Repair / Hidden Repair

- Rotating of clamp due to wrong view of clamp in appearance inspection process.
- Encountered wrong view of (clamp) branch leads to her to rotate the clamp
- According to her she "nanghihinayang" in one harness because they are delay.
- She admit that rotating of clamp @ appearance is prohibited.