

Date: December 17, 2019

To: Bristol, Jhecelle R.  
 EN No.: EN69-0702  
 No. of Offence: 1<sup>st</sup> offence

From: Human Resources and Administrative Dept.  
 Re: As stated

Based on incident reported on November 25, 2019. You hereby allegedly violated:

**One Source Code of Discipline Section:**

**3.2. Use of Company Property (3.2.14 Not following company standards, operating procedures, work instruction and practices which may or may not result to damage of company property.)**

In line with the violation, this memorandum will serve as your

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input checked="" type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input type="checkbox"/> 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input type="checkbox"/> 3-days Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 5-days Suspension	<input type="checkbox"/> Dismissal Effective _____
<input type="checkbox"/> 7-days Suspension	<input type="checkbox"/> For record purposes only

For your reference. Thank you

Best Regards,

  
**JHECELLE R. BRISTOL**  
**PROJECT SUPERVISOR**

Received by: **JHECELLE R. BRISTOL**

  
**JHECELLE R. BRISTOL**  
**SIGNATURE OVER PRINTED NAME**

**RECOMMENDATION FORM**

NAME:	JHECELLE BRISTOL
EN No.:	EN69-0702
VIOLATION:	Not Following SOP
SUSPENSION DATE:	01-27-2020
RETURN DATE:	01-28-2020
RETURN SHIFT:	DS
SHIFT/SCHEDULE:	B
PD/LINE:	DDS-563 Subaru Initial

Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhanin ang ID sa Coordinator bago mag 8am

  
 Employee Signature  
  
 Immediate Supervisor  
  
 Client Manager

(N)

It- (0998) 977-4625

# NOTICE TO EXPLAIN

ME: Bristol Jheelle  
 DATE: DEC-20-2019  
 POSITION: PRODUCTION OPERATOR

PROJECT: FURUKAWA  
 EMP NO: EN69-0702 DEPT: ASSOCIATE  
 SUPERIOR: \_\_\_\_\_

Our immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

on [date/time] at [location, if applicable].

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
		1 day Suspension

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

## Employee's Explanation :

AKO PO SI JHEELLE BRISTOL NA HINDI NAKALUNDO  
 SA S.O.P NG PAKUKAT NG WIRE LENGTH SA KADA  
 HUMAN NA AKO Y NAGMAMADALI DAHIL PO NUNG  
 ARAW NA IYON AKO NY MARAMING WIRE AT DOWN TIME  
 NADIN PO.

Note: You may use an extra sheet as needed.

JHEELLE BRISTOL 12-20-2019  
 Employee Signature and Date

(To be filled up by One Source HR only.)

## Superior's Recommendation :

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the \_\_\_\_\_ provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

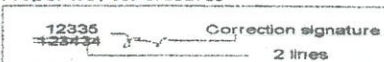
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Written Warning             | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 1-day Suspension | <input type="checkbox"/> Dismissal                                  |   |
| <input type="checkbox"/> 10-day Suspension           | <input type="checkbox"/> For Further Investigation                  |   |

Judy S. Alteche

Immediate Superior (Signature over Printed Name)

Noted by: \_\_\_\_\_  
 Manager, HR & Admin. Department

## 1. Proper way for erasures



## 2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)



# I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII

Control No: FALP IR 1910 - 2005

☐ PKIMT ☐ ADD EVEN

OTHERS: ONE SOURCE

<u>Sanatmanan</u> J. Akdmanan	<u>[Signature]</u>
Audited By:	Noted By:

Name: Bristol, Jhecelle  
Position: Associate  
ID Number: EN69-6702  
Batch No.: 270  
Car Model/Line: Subaru Initial

Process: Twisting  
Group/Shift: Ds/B  
Date/Time: October 25, 2019 / 08:50  
No of Offense: 1st Offense  
Superior Name: M. Marana

Audit Findings: Not following up

Details: Associate did not conduct measuring of twisted wire length and pitch length after twisting process

## WRITTEN EXPLANATION

AKO PO SI JHECELLE BRISTOL NA HINDI  
NAGASYUND SA SO-P NG PANGUKAT NG WIRE  
LENGTH SA KADAHILANGAN NA AKOY NAGMAMA-  
DALI DAPIL SA AKO PO AY DOWN TIME AT MARAMI  
PANGARTILANG WIRE.

COUNTER MEASURE:

SA SIKAPAD PO LAGI NA PO AKONG NAGSUSUKAT  
KAHIT AKOY NAGMAMADALI

## Remarks/ Evaluation:

Written - Issue Penalty based from PEP Handbook

[Signature]  
Signature of Employee  
Date: 11-08-19

R. Marana  
Jr Staff  
Date: 11-08-19

[Signature]  
Staff  
Date: 11-08-19

[Signature]  
Supervisor  
Date: 11/21/19

[Signature]  
Manager  
Date: 11/22

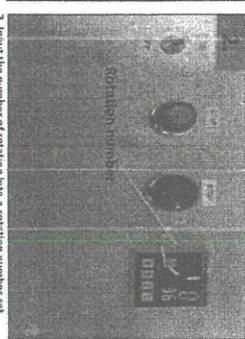


# **TWISTING PROCESS (Primary)**

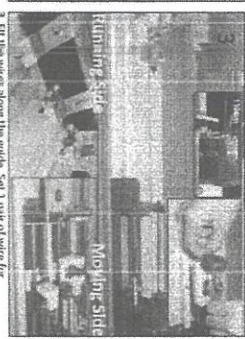
CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL
All Models	Kanban, Silicaclad, Tape (refer to Kanban)	Twisting Machine/Primary, Multi-twisting Machine (Primary), Conveyer	OSM-10CB213A, OSM-10CB213A Annex 1, OSM-10CB213A Annex 3, OSM-20CC002	Prepared by: Checked by: Approved by: Verified by: In-Stock Supervisor Asst. Manager Dept. Manager / Div. Manager
FORMS	FORMS	PURPOSE	SCORE	
ENG-146 Twisting Working Record (System Generated), MET-04517 Daily Inspection Record of Single Wire Twisting Machine	To serve as a guide for twisting process using primary machine	Initial Process		



1.1 Perform machine daily inspection.  
1.2 Prepare the wires to be twisted.  
Check point:  
•Correct Kanban  
•Correct Actual



2. Input the number of rotation into a rotation number set up switch based on Kanban.  
Check point:  
•Set up rotation number is correct.



3. Hit the wire along the guide. Set 1 pair of wire for single twisting machine and 2 or 3 pairs of wire for multi-twisting machine and make sure that the wire is not touching the ground.  
Check point:  
•Without pin-to-line setting of female terminal with or without gonosen on running side of the machine, at both male terminal, set the male terminal without gonosen on running side of the machine.  
•Each wire should be at the center of each clamp and both wires are locked.  
•The distance of wire clamp is 110mm from stop plate for single gonosen of wire in movement part.  
Note:  
•In case that there is twist wire difference in Kanban, arrange the terminal tips of rotation head side and fix it.  
•Set side by side in order that the wires are not picked up when it clamped.



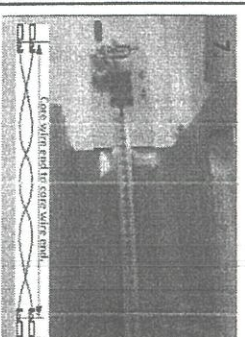
4.1 Check the position of terminal wire in the center of each head clamp of the rotation head side and the movement side.  
Note:  
•Wires should not be sagged and lightened (refer OSM-20CC002)  
4.2 Put tape on the twisting jig then close the safety cover.  
Note:  
•Applicable only if there is "Twisting both ends" type.  
•Taping rounds: 1.3 rounds.  
•Refer to Kanban for tape kind to be use.



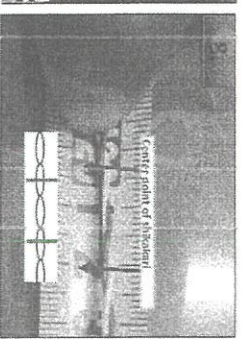
5. Press the start button to twist the wire.  
•For Multi-twisting Machine:  
5.1 First, set the wires on the turning side then on the moving side, press the start button near the moving side.  
5.2 Release the twisted wire on the moving side without releasing on the turning side.  
5.3 Once the turning side set, set one pair of wire then release the twisted wire on the turning side and set the other pair of wires. Press the start button near the running side.  
Importance: This procedure is to avoid MUDA of walking.



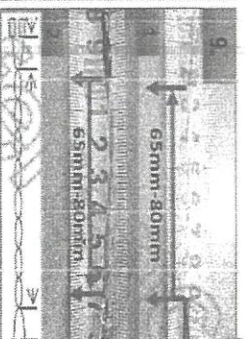
6.1 Loosen the clamp on both sides.  
Note:  
•First movement side then running side.  
6.2 Hold the twisted wire beside the fixing clamp at the movement side, and carefully remove the twisted wire.



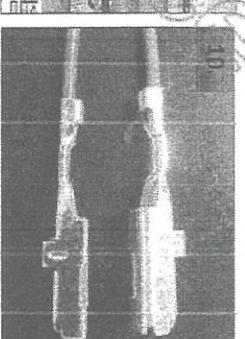
7. Measure the twisted wire length and confirm its Kanban (refer to OSM-13CB213 Annex 1)  
Note:  
•Measure the first product per Kanban combination.



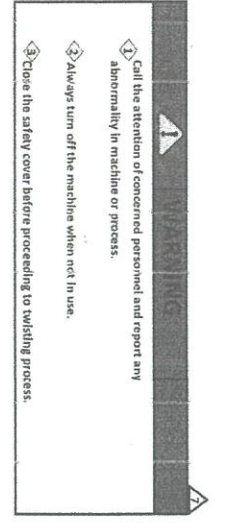
8. Measure the pitch of twisted wire and confirm it is within the standard (refer to OSM-10CB213 Annex 1).  
Note:  
•Measure the first product per Kanban combination.



9. Measure the first product per Kanban combination.  
Note:  
•Measure the first product per Kanban combination.  
•Set up rotation number is correct.  
•Set up rotation number is correct.  
•Set up rotation number is correct.



10. Check visually the wire and terminal appearance of twisted wire. (refer to OSM-10CB213 Annex 3)



11. Call the attention of concerned personnel and report any abnormality in machine or process.  
12. Always turn off the machine when not in use.  
13. Close the safety cover before proceeding to twisting process.

Rev. No.	Revision No.	Effectivity Date	Details of Change
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PE-ENG-13A-1805-006	7	May-28-2018	Add details for the use of taping jig under step 4.2; Define fix taping on both sides of twisted wire instead, refer to Kanban for the tape kind to be used; Add warning for safety reminders.
PE-ENG-13A-1710-001	6	Oct-06-2017	Add multi-twisting machine operation under step 3 and 5; change picture 3 and 5; update reference document under step 11; add multi-twisting machine on device/equipment used.
PE-ENG-13A-1708-002	5	Aug-17-2017	Change picture and additional checkpoint under step 3; Update reference documents.
PE-ENG-13A-1706-011	4	Jun-17-2017	Change scope from: First and Secondary Process; Additional note for the kind of tape to be used under step 6; Change document references; Additional safety reminder; Additional form ENG-146 Twisting Working Record
A3a-1609-046	3	Oct-03-2016	Additional details in procedure 1, 3, 4, 5, 10, 11; add reference for procedure 4 and 11; change pictures 1, 7 and 10
A3a-1606-002	2	Jun-11-2016	Removed checking of length of wire before twisting process; include checking of fix taping indication in Kanban comment (Step 6)
A3a-1503-007	1	Mar-23-2015	Additional details in procedure 8.1 and changes in reference for procedure 9.1 & 10.1
A3a-050	0	Apr-01-2013	First issue per ISO 9001:2008 Quality Management System