



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_PK28980
NAME : Octavo, Christel Macatangay
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 28, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 1014 suspension 12-5-2019 1-13-2020
Line	(PUBMILL MATHAL - B)
Noted by:	[Signature]
BY:	[Signature]
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/25/2019 to name: Octavo, Christel Macatangay

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:

Not Following SOP - Associate did not conduct measuring of Twisted wire length and pitch length after Twisting Process

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:

[Signature]
PKIMT Management

Conforme: [Signature]
18_PK28980

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_PK28980
NAME : Octavo, Christel Macatangay
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st offense
DATE : 28-Nov-19

This refers to the alleged offense(s) you have committed at 25-Oct-19 to name: Octavo, Christel Macatangay

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

18_PK28980

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-190-2001

Signature of J. Manador	
Audited By:	Noted By:

Name: Octavo, Christel
 Position: Associate
 ID Number: 18PIC28980
 Batch No.: 247
 Car Model/Line: Subaru / Initial

Process: twisting process
 Group/Shift: OS1B
 Date/ Time: October 25, 2019 / 08:50
 No of Offense: 1st offense
 Superior Name: M. Marana

Audit Findings: Not following SOP

Details:

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

WRITTEN EXPLANATION

Ako po si christel Octavo na nahuli ng I alert na hindi sumusunod sa SOP. Sa kadahilan po na start of the shift ay kailangan na po naming humapit dahil po marami kaming wire load na dapat tapusin.

COUNTER MEASURE:

Sa susunod po (sa susunod) po magrerehat na ako ng length at susunod sa SOP.

Remarks/ Evaluation:

1 day suspension

Signature of Employee
 Date: 11-08-19

Jr Staff
 Date: 11-08-19

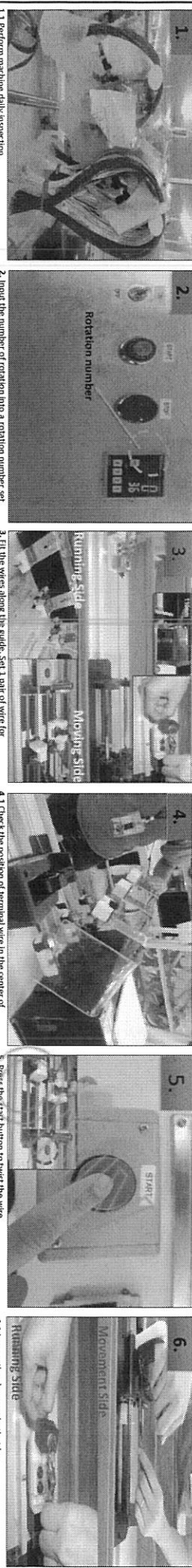
Staff
 Date: 11-08-19

Supervisor
 Date: 11/21/19

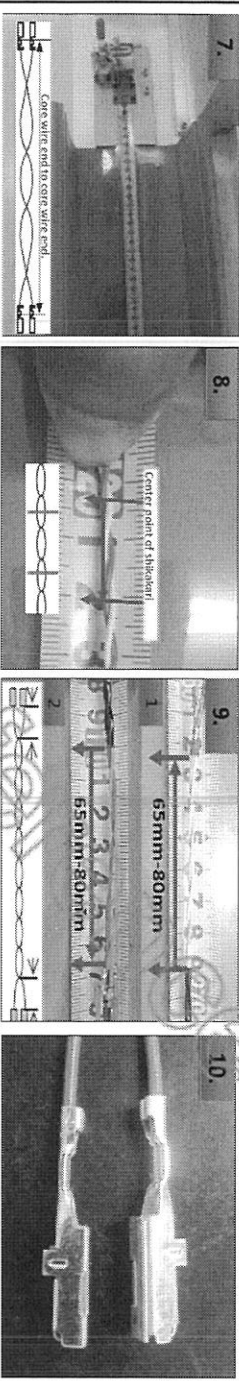
Manager
 Date: 11/22

TWISTING PROCESS (Primary)

CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL
All Models	Kanban, Silikant, Tape (refer to Kanban)	Twisting Machine (Primary), Multi-twisting Machine (Primary), Conveyer	OSM-10CB23A, OSM-10CB23 Annex 1, OSM-10CB123 Annex 3, OSM-20CC002	Prepared by: Emy Wilroy Checked by: K. Mariano Verified by: L. Adams Approved by: P. Marquez / H. Silikant
FORN	To serve as a guide for twisting process using primary machine	Initial Process		
ENG-146 Twisting Working Record (System Generated)				
ME104551 Daily Inspection Record of Single Wire Twisting Machine				



- 1.1 Perform machine daily inspection.
1.2 Prepare the wire 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. Fit the wire along the guide. Set 1 pair of wire for single twisting machine and 2 to 3 pairs of wire for multi-twisting machine and make sure that the terminal tip touched the board.
Check point:
• The setting of female terminal with or without terminal, set the male terminal without gonous on running side of the machine.
• Each wire should be at the center of each clamp and both sides are locked.
• The distance of wire clamp is 110mm from stop plate for long guide of wire in movement part.
Note:
• Because 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 piled up when it clamped.
- 4.1 Check the position of terminal wire in the center of each fixed clamp of the rotation head side and the movement side.
Note:
• Wires should not be sagged and righteared.
• For Multi-twisting Machine:
4.2 Put tape on the tapping jig then close the safety cover.
Note:
• Applicable only if there is "Twisting both ends large" tapping rounds, i.e. 2 rounds.
• Refer to Kanban for tape kind to be the importance. This procedure is to avoid MUDA of walking.
- 5.1 Press the start button to twist the wire.
• For Multi-twisting Machine:
5.1 First, set the wires on the running 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 running side.
5.3 On the moving side, set the next pairs of wire then release the twisted wire on the running 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 standard (Refer to OSM-10CB23 Annex 3).
Note:
• Measure the first product per Kanban combination.
8. Measure the pitch of twisted wire and confirm if it is within the standard (Refer to OSM-10CB23 Annex 1).
Note:
• Measure the first product per Kanban combination.
9. Measure the long projection of twisted wire on both sides (Refer to OSM-10CB23 Annex 1).
Note:
• For long projection, the distance between the end of the fixing jig and the end of rubber seal is 65mm to 80mm.
• For non-waterproof terminal, the distance between the end of fixing tape and the end of terminal (fixation side) is 65mm to 80mm.
Note:
• Apply this process if there is fix tapping.
10. Check visually the wire and terminal appearance of twisted wire. (Refer to OSM-10CB23 Annex 3)

WARNING

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

Rev./CN No.	Revision No.	Effectivity Date	Details of change
PE-ENG-13a-1805-006	7	May-28-2018	Add details for the use of tapping jig under step 4.2; Delete fix tapping 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 5 and 5; change picture 3 and 5; update reference document under step 11; add multi-twisting machine on devices/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, to: Initial 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, 6, 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 tapping 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