

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VILLENA, ENRICO

EMPLOYEE NUMBER: BF-13197

DEPARTMENT: D01L 2125

DATE: November 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: NON-COMPLIANCE. Inspector did not compare harness to master sample, point to point system during inspection, based on sequence and did not follow on proper way of checking connector dated last **October 24, 2019.**

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a One day suspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

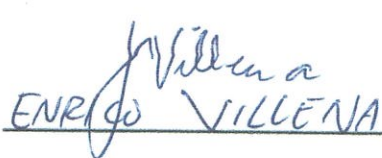

Angie T. Gomba

MDHII HR COORDINATOR

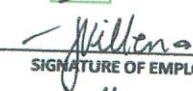
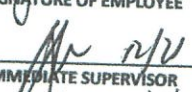
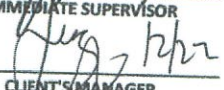
NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR


ENRICO VILLENA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 16, 2020
DATE RETURNED TO WORK	January 17, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:  IMMEDIATE SUPERVISOR	
 CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag Sam/pm.	

Received by: 

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: VILLENA, ENRICO

EMPLOYEE NUMBER: BF-13197

DEPARTMENT: D01L 2125

DATE: November 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: NON-COMPLIANCE. Inspector did not compare harness to master sample, point to point system during inspection, based on sequence and did not follow on proper way of checking connector dated last **October 24, 2019** which subject you to **1 to 5 days suspension.**

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____


Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

ako po si Enrico Villena appearance ng line 2125
ako po ay nahuli ng alert edit na hindi mag compare
ng ayos sa master sample dahil nag maramdali upang matapag
labas ng harness humitingi po ako ng patensya at nangangalakong
dina manulit po salamat po.

NOTE: You may use an extra sheet as needed


ENRICO VILLENA

Employee's Signature Over Printed Name/Date

Received by:  _____

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-11-1909-15112

☒ AGENCY

Please Specify: MAXIM

<u>R. Borte</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Villena Enrich
Position: Associate
ID Number: BE-13597
Batch No.: 250
Car Model/Line: 2011 / 2125

Process: Appearance
Group/Shift: 5/13
Date/ Time: 09-24-19 / 11:30am
No. of Offense: 1st
Superior Name: b. macaveil

Audit Findings: Non compliance or failure to follow the standard procedure in inspecting the product.

- * Inspector did not compare actual harness to master sample
- * Inspector did not conduct point to point system during inspection
- * Inspector did not conduct inspection based on sequence
- * Inspector did not follow on proper way of checking connector

WRITTEN EXPLANATION

ako po si Enrich Villena appearance ng line 2125 ako po ay nahuli ng I.E.E. Aket Audit na hindi nag compare ng ayas sa Master sample at hindi nag point to point sa master sample dahil sa pagmamadali upang malapag but ng harness humingi po ako ng patid wad at nangangag kong hindi na muling ulit sa lamat po.

Remarks/ Evaluation:

- harness of 2125 is small but you fail to follow SOP!
- Issue remain

Villena
Signature of Employee
Date: 10/15/19

N. Habla
Jr Staff
Date: 10/15/19

M. Armas
Staff
Date: 10/16/19

Pinoy
Supervisor
Date: 11-7-19

Jeff
Manager
Date: 11/12

Final Assembly Assurance/Appearance Inspection Process

DOCUMENT TYPE DOCUMENT NO. FALP-WI-QCA-15005		WORK INSTRUCTION REVISION NO. 5		PAGE NO. 1	OF 4
CATEGORIES ALL		MATERIALS Master Sample, Registered Ballpen, Daily Checksheet		TOOLS Quality Assurance Inspection Board; IRCS; Pastepaste Supplying Machine	
FORMS QCA-023 Appearance Assurance Daily Checksheet of Tools and Materials; QCA-027 Final Assembly Process Inspection Record; QCA-028 Internal Defect Monitoring; QCA-024 Appearance Assurance Lacking Sets Monitoring Form; MEI-00551 Daily Check Record (for Daily Inspection Records, Appearance Inspection Records (Form-2); MEI-00911 Daily Inspection Records of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PFG-003 Inspection Item Check Sheet		PURPOSE To serve as Instruction for Quality Assurance Inspection		SCOPE Final Assembly Process	
APPROVAL		Prepared by: Sharon Morita Supervisor		Checked by: Assistant Manager	
Verified by: Section Manager		Approved by: Department Manager		Effective Date: Feb-23-2019	



1. For preparation, conduct 5S in inspection area and check the condition of inspection board and master sample base on the MEI-0551 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of MEI-0691 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance Assurance Daily Checksheet of Tools and Materials.

1.2 After filling out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer to FALP-QCA-LS-143 Proper Treatment on Lacking Harness and if there is no lacking harness, log in to IRCS using own QR code.

1.3 Get the harness from the hanger/polytrainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).

NOTE 1: In case line has no master sample or the master sample was in no good condition, Inspector will use Daily Sample provided by QA/PD Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GL-FGI-16003 Control of Master Sample

NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.



2. Lay out the wire harness into the inspection board and barcode the nameplate.

Note 1: Must layout one (1) harness at a time.

Note 2: For those products without nameplate, barcoding are not applicable.

Note 3: Inspector must update the product label card based on the actual product number running on inspection.

Note 4: In case of lacking set, finished first the current inspection before starting lacking harness to avoid mixing different products.



3. Get the corresponding polycard of the harness for inspection.

Note 1: Check the tag code indicated on every nameplate if it is the same as the tag code indicated in the polycard.

Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.

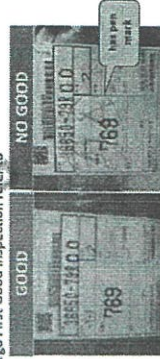


4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polybox.

Note 1: Write also all the required marking (ex. marking for customer claim, stock audit claim) in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo First Good Inspection refer to OI NO: ZZZK-025-E

Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. (refer in Good and No good condition beside)



4.1.2 Proceed to Inspection Process based on PFG-003 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.



4.1.3 Push the button for pass tape and attach to the harness.



4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance/Appearance Inspection.

Characteristics: A Assurance Inspection (MAZDA)

