



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-02017	Complete Name: Biscocho, Merly D.	Section: <u>5121/3</u> Suzuki Final	Date of Incident: December 12, 2018	Date Issued: January 7, 2019
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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 SSG/TSN10-18M Wire: R/B/WI drainwire and Product: 36630-76R90-4-P 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 1st 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 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: <u>H. Romalyn</u> Immediate Superior Signature over Printed Name	Noted by: <u>K. Capera</u> Manager Signature over Printed Name	Received by Employee: <u>Merly Biscocho</u> Signature over Printed Name	Date Received: 01-10-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

SA CIBRANG DELAY KO PO KASI NUNG TIME NA UN DABIL DALAWA
ANG CHORO ANG HAWAK KO TAPOS PAREHAG PA PING DELAY. NATEMPT
PO AKONG MAGABUANLE INSERTION PARA SA SHIELDWIRE PARA MAPABILIS
PO ANG INSERTION KO 30 MIN. PO KASI NAKAANDON WALA PONA
PAGSUPPORT DUNIL LAGAT PO KUNMI AY NAKAANDON DA.

<u>Merly Biscocho</u> Employee Name Signature over Printed Name	Date prepared: 01-10-19	<u>H. Romalyn</u> Explanation received by: Signature over Printed Name	Date Received: 1/12/19
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I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHI
☐ PKIMT ☐ ADD EVEN

Control No: SA9-12-18

<i>[Signature]</i> Audited By:	<i>[Signature]</i> Noted By:
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Name: MERRI D. BISCOCHO
 Position: EXPERT
 ID Number: 14 02017
 Batch No.: 11
 Car Model/Line: SUZUKI 701 / 5121

Process: SUB-ASSY
 Group/Shift: B-D5
 Date/Time: DEC. 12, 2018 / 17.32
 No of Offence: 2ND OFFENSE
 Superior Name: L. HERNANDEZ / E. GONZALES

Audit Findings: NON-COMPLIANCE ON INSERT-PULL METHOD
 Details: CONDUCT ADVANCE INSERTION ON CONNECTOR USE / TENID - 12M
WIRE / 5 : R / B / W / drain wire
PRODUCT : 366630-76890-4-P

WRITTEN EXPLANATION

sa cobrang delay lo po kasi nung time na
 -un dahil dalawang sub PC po ang hawak ko tapos parehas
 pa pong delay natcmpt po ako mag advance insertion sa
 shieldwire para mapabilis po ang meet lo sa 30 mins na
 po kasi nakaandaan, wala po mag support dahil lahat po kami
 ay nagaportion na

Please Issue I.R

Remarks/Evaluation:

IF Lacking MP immediately inform to jr staff or staff to get support in other lines.

Warning to expert for not following SOP and HR will decide the punishment for this non compliance.

1-5-19

<i>[Signature]</i> Signature of Employee Date: <u>12-12-18</u>	<i>[Signature]</i> Jr Staff Date: <u>12-12-18</u>	<i>[Signature]</i> Staff Date: <u>12-12-18</u>	<i>[Signature]</i> Supervisor Date: <u>12/15/18</u>	<i>[Signature]</i> Manager Date: <u>12/20</u>
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