

FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

OS

INCIDENT REPORT FORM

| Complete Name: Section: Section: Delete of Incident: June 21,2019 | | | | DEMI KEPU | KIFU | RIVI | |
|---|--|-------------------|------------------|--|--|--------------------------|------------------------------|
| VIOLATION: On June 11, 2019 it was reported that you have committed non-compliance act as reported by I-Alert Team. In view of the above, please explain in writing within 5 days or until June 28, 2019 why no disciplinary action should be imposed on you for the alleged violation under Memorandum with reference number HRGA-2019-04-14, 1. Unauthorized Repair Hidden Repair 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. 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 The Offense PREQUENCY OF OFFENSE The Offense Preceived by Employee An Offense Part 2: (To be filled-in by concerned employee) EXPLANATION The Allege of the second that a people like my thing the process of the case. Page of calculation was plained being planted from the case of the case o | | | | | ZDA FINAL | | |
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| Employee Name of ou lo Explanation received by: | the | sheeps. | 1 | | | b. Vriche | |
| Signature over Printed Name Signature over Printed Name | Emplo | yee Name | | 07/04/15. | | planation received by: | 7/09/13. |

| Part 3: (To be filled-in Immediate Superior) | 1 |
|--|----|
| Winor Offense Verbal Warning Written Warning Major Offense Suspension Dismissal | 1 |
| Result of Investigation: | |
| RECOMMENDATION / CORRECTIVE ACTION Suspension | 19 |
| Remarks: | |
| Immediate Superior (Signature over Printed Name) Date: Recommended by: Recommended by: |) |
| 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. | |
| to me most to mile their | |
| Imployee Signature over Printed Name: Date Received: | |
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| 1 | | i Alert Audit Report | |
|--------------------------------|---|--|--|
| | | Picture | effect |
| Model / Line No. | Mazda/1119 06-11-19/09:50am | | |
| | 06-11-19/09:50am | | |
| | Balhag,Marlene/17-03371 | | |
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| atch No. | 37 | | |
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| AS or Agency: specify | FAS | | |
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| Audited by: | J.Masapol | | may lead to worst defect/ no traceability for the |
| teranto a a y . | Details | | repair done on hamess |
| Conduct pulling of | repair/Hidden Repair clamp YA-106-GR due to ension from clamp to clamp. | | effect |
| Car Model / Line No. | Mazda/1008 | Picture | |
| Cal Model / Line No. | 06-11-19/09:20am | | |
| Date / Time | Sangalang Ingracia/17PK12633 | | |
| Name / ID No. | Almario, Ruvelyn/17PK09466 | | 4 |
| Shift / Group | DS/B | | 1 |
| Batch No. | 155,141 | | |
| Process | Sub Assy Process | | |
| FAS or Agency: specify | PKIMT | | |
| Person Informed | M.Antijoda | | |
| | J.Masapol | [] [] [] [] [] [] [] [] [] [] | damaged insulation/ bend or deformed termina |
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| Date / Time | 06-11-19/09:15am | | |
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| Name / ID No. | Manalo, Joy Ann/19-04766 | | |
| Shift / Group | DS/B | | |
| Batch No. | 107,88 | | |
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| Person Informed | J.Masapol | A STATE OF THE PARTY OF THE PAR | damaged insulation/ bend or deformed termin |
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| Person Informed | M.Cortiguerra | | |
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Minutes of Meeting

| Prepared | Examined | Verified | Noted |
|-------------|----------------|-----------|-------|
| R. Odevilas | N/A | E. Cailao | n/a |
| Yocation: | Meeting Room 4 | | |

Date: 07/24/19

Agenda:

HEARING

Attendees :

Refer to attendance form

Details :

Balhag, Marlene

Date of incident: June 11, 2019

Violation: Unauthorized Repair/Hidden Repair under memorandum :HRGA-2018-04-14

1st offense punishable by Suspension (1~6 days)

Liban po kasi ang nakapwesto sa dimension kaya po ako ang pumuwesto doon.

Certified kaba sa dimesion? Certified in Dimension Insp

Kaunting-kaunti nalang para pumasok sa tolerance kaya po hinigit ko.

Sakto naman po nakita ako ng i-alert

Aware kaba sa possible na mangyari doon sa panghihila po ng harness? Baka hindi po magfit sa sasakyan.

Final recommendation

Lack of awareness regarding the possible effect of pulling; for verification if included in training discussion. For suspension of 5 days

Start Time: 12:33 pm End Time: 12:53 pm