



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

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INCIDENT REPORT FORM

ID Number: 14-01595	Complete Name: Reyes, Mary Rose	Section: QA-QC	Date of Incident: June 17, 2019	Date Issued: August 22, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On June 17, 2019 it was confirmed that you allegedly do non-compliance or failure to follow the standard operational procedure in inspecting the product resulted to Dock Audit claim which is Interchanged Polycard as feedback by Hamamatsu Service Center.

5 days or until August 30, 2019

In view of the above, please explain in writing within 24 hours why no disciplinary action should be imposed on you for violating the Company Policy; Offenses Against Work/Business Standards Section C No. 4, which states that Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The alleged offense maybe punishable by suspension.

FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by: Jocabel E. Arriola Immediate Superior Signature over Printed Name	Noted by: Guillermo Magadia (Am) Manager Signature over Printed Name	Received by Employee: Mary Rose Reyes Signature over Printed Name	Date Received: 8-23-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Tungkol po dun sa interchanged polycard ay mas nag-focus po kasi kami na makahapit para makahapit na maka' output at makabqwar ng tambak at di na po namin na nadouble check yung nameplate sa polycard kahit po nagpapang abot na ang harness sa lamesa.
Pasensya nAPO.

MARY ROSE A. REYES Employee Name Signature over Printed Name	Date prepared: 8-27-2019	Explanation received by: Jocabel E. Arriola Signature over Printed Name	Date Received: 8-28-2019
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning☒ Written Warning

Major Offense

☒ Suspension☐ Dismissal

Result of Investigation:

see attached minutes of meeting and I-Atten written Explanation

RECOMMENDATION / CORRECTIVE ACTION

Suspension

1 1/2 Workings Days

Date from

SEP 27, 2019

to

OCT 14, 2019

Date Returned to work

SEP 28, 2019 October 14, 2019

Dismissal

Effective Date:

Offenses Against:

Remarks:

backlog on WIP is normally encountered during the process.
 No Failure to follow operation procedures due to many WIP is not
 a valid reason.

Issued by:

JOSEPH F. ARZUFF
 (Signature over Printed Name)

Recommended by:

G. MASCANDIA
 (Signature over Printed Name)

Approved by:

V. Agno
 (Signature over Printed Name)

Noted By:

M. Tokuda
 (Signature over Printed Name)

Immediate Superior

(Signature over Printed Name)

Section/ Department Manager

(Signature over Printed Name)

Human Resources

(Signature over Printed Name)

President

(Signature over Printed Name)

Date:

8-24-2019

Date:

8-31-2019

Date:

Date:

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.

Employee Signature over Printed Name:

Date Received: 10-11-19

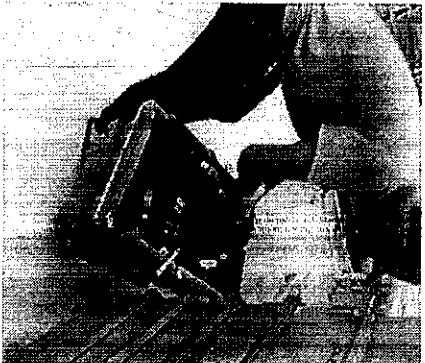


Three harness were located in the table where in 2 polybox were also together under the table.

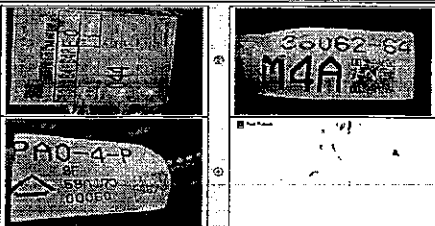


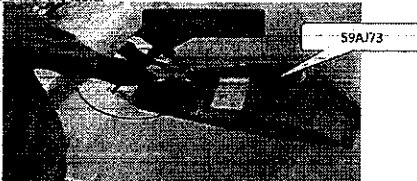

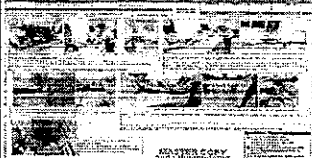
2 polybox under the table



Inspector mistakenly get the polybox of 59ZV51 instead of 59A173



After packing, no checking conducted and did not use manual barcode scanner. Also no checking conducted before transferring to pallet.

INTERCHANGED POLYCARD		
Product No. 36064-64PE0, 36062-64PAD Lot No. 59ZV51 & 59AJ73 Serial No. 60 Polycard Serial: 24 Defect Encountered: 7/25/2019		
4M	ILLUSTRATION	ACTION TAKEN
MAN	<p>1. Not following SOP of one harness only at a time. 2. Inconsistent on checking the actual harness versus polycard.</p>  <p>Three harness were located in the table where in 2 polybox were also together under the table.</p>	<p>1. Re-educate inspectors for the risk of same defect occurrence if not following the SOP of one harness only at a time. 2. Implementation of one harness only at a time (no opening of another polybox until such running product is already packed) 3. One by one checking of lot number after packing and before transferring to FG pallet.</p> 
MACHINE	<p>Forgot to barcode by manual scanner due to unavailability. Only two scanner were available in Dock audit area 1 due to limited stocks.</p>	<p>Already requested additional scanner, waiting for the arrival</p>
METHOD	<p>No good control of harness on inspection table resulted to two polybox were together under the table.</p>  <p>Inspector mistakenly get the polybox of 59ZV511 Instead of 59AJ73</p>	<p>1. Implementation of one harness only at a time (no opening of another polybox until such running product is already packed). One polybox only under the table Provision of Work Instruction for step by step procedure of FALP Dock audit inspection (registered last: July 08, 2019)</p> 
MATERIAL	<p>Dock audit inspection has no flow or step by step procedure of inspection.</p>	<p>Provision of Work Instruction for step by step procedure of FALP Dock audit inspection (registered last: July 08, 2019)</p> 
ANALYSIS		
<p>* First occurrence of Interchanged polycard was feedback last June 19, 2019, this second occurrence was produced last June 17, 2019. It is not yet covered by the first countermeasure, unable to issue AQN since we do not predict that there is another Interchanged. Normally, we issue AQN if there is feedback and encountered problem here in FALP.</p> <p>* The problem is the same as the first one due to no procedure for step by step method of FALP Dock Audit Inspection that is why there are different method doing by each inspector per car model. Inspector did not follow one harness only on the table</p> <p>* Since FALP Dock audit inspection have risk of having interchange polycard, strict compliance to checking of polycard details versus nameplate must be monitored. Also we will reflect it to FMEA (target date: August 2019)</p>		
IMPLEMENTATION LOT		
<p>Product No. 36064-64PU0-4-P Lot No. 59HY27 Polycard Serial: 00001 Assydate: 07/26/2019 Arrival date to Service Center 08/24/ 2019</p>		