



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 : 20_PK40318
NAME : Eulogio, Garry Boy Tagalog *guf...*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : January 14, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 2 days suspension
Feb.	7, 8, 9, 2021
	9, 10, 11, 2021
Line/Shift	Mind - A
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **1/12/2021** to name: **Eulogio, Garry Boy Tagalog**

Violation Offense No. **V**

Section No. **14**

OFFENSES AGAINST COMPANY INTEREST

Absence from work for less than 3 consecutive working days

Description:

No good taping in assy 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:
J. Inclaris
PKIMT Management

Inform: *guf...*
20_PK40318

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 : 20_PK40318
NAME : Eulogio, Garry Boy Tagalog *Sub*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 14-Jan-21

This refers to the alleged offense(s) you have committed at 12-Jan-21 to name: Eulogio, Garry Boy Tagalog

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

Absence from work for less than 3 consecutive working days

Description :

No good taping in Assy 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: *Sub*

20_PK40318

FURUKAWA - Production Operator

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

To whom it may concern,

Good Day!

This is to request disciplinary action for employee, Garryboy Eulogio, PKIMT employee, for not following Standard Operation Procedure. This resulted to MAJOR QUALITY PROBLEM with outflow already and need to request pullout of FG and conduct special repairing of affected harness

See attached for the detailed investigation report and written explanation of the concern employee

For your immediate action

Thank you

Prepared by:



Hazelyn Dimayuga

Assistant Manager/ PD1-Section 2

Noted by:



Rochelle Udevillas

1/14/21

Section Manager/ PD1-Section 2

Kindly issue DA immediately.

FAS

FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

INVESTIGATION REPORT

INVESTIGATION RESULT

Problem:

Insufficient taping of clamp YA-106-GR

1. Product Information:

Customer: Mazda Merge

Part No: 172A/K 190-200

Lot No:

Serial No:

NG Qty:

2. Result of actual defect product check:

Defect Assessment:

☒ CLAIM ACCEPTED

☐ CLAIM NOT ACCEPTED

Containment Action and Product Disposition

☐ SCRAP

☐ SORT

☒ REWORK/REPAIR

☐ OTHERS

Assessment Remarks:

3. Process Investigation:

3.1 Process Mapping

Process Name	QA Inspection	App	Option	CLAMP CHECK	ECT	Dimension	Asy	Sub-assy/Layout	F/S process
Investigation Process	N/A	0	X	X	X	X	X	X	N/A

Legend: "0" - defect will not occur/leak "X" - defect may occur/leak

3.2 Result of process investigation:

3. Product History:

4. Product History:

4.1 Did harness undergo repair?	YES	NO	REMARKS
4.2 Does it have any minor defect record?		0	
4.3 Undergo all inspection process (Dimension/ ECT/ Appearance Assurance)?	0		
4.4 Is there any design change?	0		
4.5 Have changing policies in 4M?		0	

5. Summary of investigation:

Occurrence	Leak cause

6. Countermeasure:

Occurrence Countermeasure:	EFF. DATE
Leak cause Countermeasure:	

7. Implementation plan/ date:

PRODUCT NO:	PRODUCTION DATE:
1.)	
2.)	
3.)	

Details

Affected: 463 sets NG out of 800 sets

GOOD

NG

4 to 5 rounds

to 2.5 rounds

Investigation:

Root cause:

- 2 clamp YA-106-GR are affected on the harness.
- No changing point.
- Associate did not follow the SOP during taping of affected clamp YA-106-GR it should be 4-5 rounds taping on both side of clamp
- Associate do one under on affected clamp then 2 rounds taping on both side of clamp
- As per interview to associate he did not used the andon light when he encountered delay on the process instead associate lessen the number of rounds of taping on clamp to avoid delay not knowing that he produce worse type of defect.

Leak cause:

- On Dimension process, put markings on affected clamp YA-106-GR to check the presence of fixing on both side of clamp.
- On ECT process, harness passed. Check only the presence of clamp
- On Appearance inspector she only check the presence of clamp, one under of clamp, markings for the counter measure of previous CLAIM missing fixing.

ACTION TAKEN:

- Re-orient associate regarding possible causes and outflow on quality. Penalty will be given to the associate. Remind all member the importance of andon light on the process.

Change process of associate

Verification of Effectiveness (2-4 months after countermeasure implementation)

STATUS

Validation Dept

Validation Date

Noted by

Confirmed by

Validated by

QA Department

EFF: 08/01/13

HCC-003B-01



WRITTEN EXPLANATION

NAME: Eulogio, Henry Bay
EMPLOYEE NO: 28PK 46378

DATE: 01-12-21
LINE: 1111

☐ FAS

AGENCY: PKIMT

VIOLATION: Produce massive defect (Insufficient Taping on Both Side of Clamp)

Upag paumanhin nyo po ang hindi ko pagmamad sa standard tapping
ng clamp sapagkat sa mga aral nasyon ang ating line ay tungang na bilang
ng tao. At kinakailangan naming makatarget ang gas hangang 7am sa ating
pagmamadali hindi tuna po nagawang pindutin ang aron upang ang plan namin
ay makatarget ngunit sa ganon perian pala hindi ko namamalayang nati no
goal na ang ating gagawa.

Sana po ay uyong marapatin ang ating pagpaumanhin
maraming salamat po.



OFFENSE: not following SOP

DATE: 1/14/2021

WRITTEN EXPLANATION:

Ato po si Henry Bay Eulogio, ay humingi ng paumanhin sakatkinilang na sabrang
pagmamadali ko po ay hindi tuna na check ang ating gagawa tung kaya nagkaroon ng NA
ang ating gagawa, sa parte ay kinakailangan naming makatarget sa ganap na 7am
na 800 tungkaya ay mamadali ko ang ating gawain.

Sana po ay uyong marapatin ang ating paumanhin maraming salamat po.

Countermeasure:

Sasama po ay ating pagkubutihin ang ating trabaho at atin po itong
check upang mawalan ang pagkakamali

Eulogio Henry Bay

Signature over Printed Name / Line