



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 13-0562	Complete Name: Alyzah Marie D. Ingco	Section: Production 5/Subaru	Date of Incident: July 20, 2020	Date Issued: July 28, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:
UNAUTHORIZED/HIDDEN REPAIR

On it was reported that you allegedly caught in act by I-alert do straighten the male terminal inside connector HSE-20M-1CP using locker key.

In view of the above, please explain in writing within 48 hours why no disciplinary action should be imposed on you for violating the Company Policy C. Offences Against Work/Business Standard Section X which states Failure to follow business standards, operation procedures, work instruction or work practices which may or may result to damage of company property. Any attempt to conduct unauthorized repair using prohibited tools (device or implement).

The allege offense maybe punishable by written warning to dismissal. suspension of 6 to 15 days.



(Please explain in writing within 5 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"/> 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: Girlie Abrugena Immediate Superior Signature over Printed Name	Noted by: Jerald Ganadillo Manager Signature over Printed Name	Received by Employee: Alyzah Marie D. Ingco Signature over Printed Name	Date Received: 8-06-20
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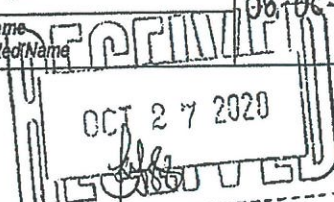
Part 2: (To be filled-in by concerned employee)

EXPLANATION

AKO PO SI ALIZAH MARIE INGCO NG SUBARU LINE 7III/B NA NA-AUDIT NOONG JULY 20, 2020 DAHIL SA PAG-ATTEMPT NA MAGTUWID NG TERMINAL SA ECT. NAGAWA KO LANG NAHAN PO NON SA KADAHILANANG SUPER SLIGHTLY BEND LANG NAHAN PO NYONG TERMINAL. LAHIHINAYANG PO KASI AKO SA OUTPUT AT ISA PA AY IPAPABALIK - BALIK PA TUNG HARNESS KASI IRERECRIMP PA PO.

IPAGPAUMANHIN NTO PO ANG AYUNG NAGAWANG PAGKAKAMALI.


 Alyzah Marie D. Ingco Employee Name Signature over Printed Name	Date prepared: 08-06-2020	 Jerald Ganadillo Explanation received by: Signature over Printed Name	Date Received:
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EVALUATION / INVESTIGATION

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.

Date Received: _____

Date & Time	July 20, 2020/3:40		Action Taken
Shift & Group	NS/A		
Car Maker/ Model	Subaru		
Line No.	7111		
Name	Alyza Marie Ingco		
ID No.	13-0562		
Batch No.	18		
Process	ECT		
FAS or Agency: specify	FAS(EXPERT)		
Person Informed	A.Sayosa		
Audited by	A.Brucal/M.Murillo		
Reason/Risk:			
Audit Details			
Un-Authorized Repair /Hidden Repair			
Expert caught in Act straighten the male terminal inside connector HSE-20M-1CP using key locker wire color:8/			

QCA-097-00

EFF:10/17/19



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

WRITTEN EXPLANATION

Product No. 81820AN00 A (7)
Date Encountered Defect/Audit 07/20/2020
Audit/Defect Details Hidden Repair
Line Name /Shift 7III /B

ANALYSIS / EXPLANATION

SLIGHTLY BEND PO TUNG TERMINAL, MATETEMPT /
PO AKO NA ITUNID ITO GAMIT YUNG SUSI NGUNIT
HINDI NAMAN PO ITO KASTA KASI HALAKI PO TUNG
SUSI KO KATA TRHT KO PO ANC PAURI KO
NGUNIT HINDI DIN PO ITO KASTA KATA
ICHINECK KO NA LANG PO ITO SA ALIGNMENT
JIC, KASTA NAMAN STA NGUNIT MAY KONING SABIT
KATA INI-NG NA PO.

COUNTERMEASURE

SA SUSUNOD PO BAWAT
MARENCOUNTER NAHIN NA NG AT
IENG NA PO NAHIN AT HINDI
NA PO MATETEMPT GUMANA NC MGA
BAGAT NA ALAM KONG HINDI NAMAN
KARAPAT - DAPAT. PASENSTA NA PO.

1. Bakit sa palagay mo na-audit ka? (Why do you think that you were audited?)

GUMANA NG HINDI KARAPAT, DAPAT NA GAWIN.

2. Anong pwede mangyari sa harness dahil sa ginawa mo?

(What defect may cause to harness from what you have done?)

CUSTOMER CLAIM

3. Aware ka ba sa Memo ng Non-Compliance?

(Are you aware on the Memorandum regarding non-compliance on the process?)

YES

Kung Oo - Anong penalty ang pwedeng ipataw sayo?

(If yes, what would be the penalty that could give to you?)

IR / SUSPENSION

Kung Hindi - Sinong Jr. Staff o Staff mo at bakit di nila na-orient ang members nila?

(If no, who is your in-charge Jr. Staff/ staff and why they did not orient it to their members?)

☐ Valid

☐ Invalid

☐ 1st offense

☐ Written Explanation

☐ 2nd offense (Memo/IR)

ALZAH MARIE D. INGO

Signature over printed name
(Associate Involved)

Checked by
Jr Staff/Staff :

Noted by
Supervisor :

Asst. Manager



Minutes of Meeting

Prepared

Examined

Noted

Verified

J. Ramos
J. Ramos

R. Raz
R. Raz

G. Catala
G. Catala

J. Ganadillo
J. Ganadillo

Date: October 14, 2020

Location: Control Area

Agenda:

Incident Report Hearing

Attendees:

Catala, Garry
Raz, Rommel
Ramos, Joy D.
Ingco, Alyzah Marie D.

Details:

Ect operator called the expert due to encountered bend terminal.
Expert admitted that she attempted straighten slightly bend terminal but she dicided the terminal still good.
As per expert when auditor approach her she was checking the terminal using alignment checker jig and she did not straighten the terminal.

End of Minutes : 7:30 PM

MGT-006-00

EFF: 10/14/2020

MGT-006-00

EFF: 04/01/13