



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

Event - PDI

INCIDENT REPORT FORM

ID Number: 18-03646	Complete Name: Mutya, Manilyn	Section: Production 5	Date of Incident: February 19, 2020	Date Issued: September 11, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On February 19, 2020 it was reported that you allegedly do the process in Layout even no certification badge as reported by I alert member.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Policy C Section 8 which states Unauthorized operator doing the process without certification from recruitment and training section excluding expired authorization up to 1 month.

The allege offense maybe punishable by written warning, suspension.



(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 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: <i>Daisy M. Perez / Maria Julie Sabido</i> Immediate Superior Signature over Printed Name	Noted by: <i>Jerald Ganadillo</i> Section Manager Signature over Printed Name	Received by Employee: <i>Mutya, Manilyn</i> Signature over Printed Name	Date Received: 10-29-2020
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

AKO PO SA MANILA A. HINDI, DATANG JR. STAFF NG HONDA-3119/A, AT NA-AUDIT NG INTER SA KATATILAHANAN PO NA NAB-LA-OUT ANG AKING ASSOCIATE NA HINDI NAMAN CERTIFIED SA LAYOUT PROCESS. NANGYARI PO ITO DAPIT SAONA PO NA WALA AKONG ASSOCIATE NA LAYOUT. KUNG HINDI AKO DIN PO ANG NAPONON KAPAG WILANG SUPPORT NA MANIBAGY ANG AKING STAFF. NAB-ATTEND PO AKO NOON NG QUALITY MEETING, KATA HON PO AKING ASSOCIATE NA ASSEMBLY (FIRST TYPING A PAYS) AT NAB-LA-OUT NA DAPIT WALA NA PO AKO NOON6 OPAS NA HON, IMPOS NAB-CHECK NAMAN PO ANG ALERT NG CERTIFICATION BADGE. AKO PO ANG MANUOT NG INTER DAPIT BAGO KA GING PO HING ASSOCIATE. HING NAB PO PO NOON AT 1-SUB-ASST, 2-ASSEMBLY AT 2 INSPECTOR, KATA PO WALA AKONG IBANG MAGSUSUNING WORKLOAD / PROCESS ADJUSTMENT. HINDI NAB PO AKO NG PRENSA SA VIOLATION NA NANGYARI, AT SUSKAPIN PO PO NA HINDI NAB ITO MANULIT. SPANAT PO.




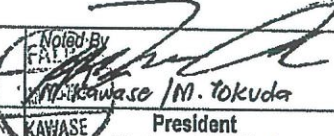
<i>Mutya, Manilyn</i> Employee Name Signature over Printed Name	Date prepared: 10-30-2020	<i>R. Perez</i> Explanation received by: Signature over Printed Name	Date Received: 11/4/20
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input checked="" type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: - Assigning unauthorized mp on process due to lacking mp - it should be reported to staff / SU			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> 1 Workings Days Date from Jan 30 to Jan 30 Date Returned to work Feb 01		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	Written warning for assigning mp on process not certified 1 day suspension		
Issued by:  Daisy M. Perez Immediate Superior (Signature over Printed Name) Date: 11/17/20	Recommended by:  Jerald Genadillo Section/ Department Manager (Signature over Printed Name) Date:	Approved by:  M. Tokuda Human Resources (Signature over Printed Name) Date:	Noted By:  M. Tokuda President (Signature over Printed Name) 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: _____

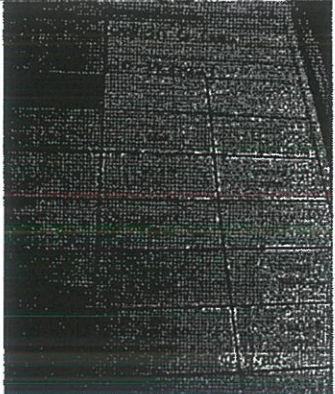
Date Received: _____



FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

D. Cuartero	J. Reyes/K. Hernandez	G. Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Honda			
Date & Time	February 19, 2020/9:02	Illustration	Action Taken
Shift & Group	DS-A		<p>> Conduct crosstraining on layout the assy associate.</p> <p>> Transfer sub assy associate who is also certified to layout and look for another sub assy certified associate to process on sub assy</p>
Car Maker/ Model	Honda		
Line No.	3119		
Name	Mutya, Manilyn ✓		
ID No.	18-03646		
Batch No.	100		
Process	Assembly		
FAS or Agency: specify	Jr Staff		
Person Informed	A. Aquino		
Audited by:	E. Artuz		
Reason/Risk:			
Audit Details			
<u>Un-authorized Person Doing The Process</u> Doing Layout process even not certified. >instructed by Jr Staff			



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: Henking
Venue: 8 Honda Quality Station
Facilitator: J. Ganadillo

Date: December 18 2020
Time: 3:30 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Namir A. Nulya	FDI-PPE	JR. SMITH	
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Verified

Noted

D. Perez

M. Sabido

J. Ganadillo

N/A

Date : December 18 2020

Location : Production 5 Control Area

Agenda :

HEARING

Attendees :

Mutya, Manilyn

Jerald Ganadillo

Details : Meeting Started: 3:30 pm

Hearing was headed by Production 5 Section Manager, Jerald Ganadillo discussing the violation

Mutya, Manilyn - Assigning manpower on process due to lacking manpower.

Below are the result of investigation and the received penalty

Mutya, Manilyn

She admitted that she assigned unauthorized manpower in layout due to lacking manpower in line.
Suspension of 1 working day, Category from C to E due to not following SOP, member promised she will follow SOP.

End of Minutes 4:00 pm