



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 : 18\_PK28748

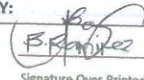
NAME : Manalo, Camille Casilao

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : October 23, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	KT 1 day 10/24/19
Line	42125 / A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/23/2019 to name: Manalo, Camille Casilao

Violation Offense No. V

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

**Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work**

**Description:**

**Not following SOP in inspecting the product**

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:

  
PKIMT Management

Conforme:   
18\_PK28748

FURUKAWA - Production Operator

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

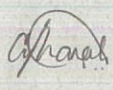




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 18\_PK28748  
NAME : Manalo, Camille Casilao   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 23-Sep-19 to name: Manalo, Camille Casilao

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

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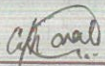
This is for your guidance and strict compliance.

NOTED BY:



PKIMT Management:

Conforme:



18\_PK28748

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1709-1454

☒ AGENCY

Please Specify: PKINT

<u>Hydrocamper</u> m. de la Cruz	<u>G. Magadia</u>
Audited By:	Noted By:

Name: MANALO, CAMILE  
Position: ASSOCIATE  
ID Number: 18-PK26748  
Batch No.: 244  
Car Model/Line: TKRA / 3125

Process: GA  
Group/Shift: A / NS  
Date/ Time: 9-23-19 / 9:20 PM  
No. of Offense: 1st  
Superior Name: A. RABANO

Audit Findings: non compliance or failure to follow the standard operational procedure in inspecting the product  
Details: Inspector did not double check the product details of nameplate vs. polycard after packing.

## WRITTEN EXPLANATION

Ako po si Camille C. Manalo ng Honda TKRA Line 3126 ay nagkaroon ng written explanation sa kadalihanang hindi nakiusap sa standard operational procedure. Aware po ako at alam ko po na dapat icheck ang product details of nameplate vs. polycard after ipack ngunit hindi ko po alam na pati po pati packer ay kailangan din magcheck nito. Galing po ako sa ibang linya at mag 1 month lamang po ako nagpack, noon po ay sa nameplate po ako nakaportion at nakiusap ko po ang standard na pagdouble check ng nameplate at polycard pagkatapos pang i-pack ng kapartner ko kung kaya't pang lumipat po ako ng ibang line at naging packer ay akala ko po ay hindi ako ang magdouble check hito kundi yung nagrecontrol.

## Remarks/ Evaluation:

Issue Penalty

Camille C. Manalo  
Signature of Employee  
Date: 10-02-19

Hydrocamper  
Jr Staff  
Date: 10-02-19

M. de la Cruz  
Staff  
Date: 10-02-19

Hydrocamper  
Supervisor  
Date: 10-02-19

Hydrocamper  
Manager  
Date: 10-02-19





**4.1.5** Fill out the corresponding serial number into the QCA-207 Final Assembly Inspection Record (if applicable).

**Note 1:** For those lines with IRCS, inspection record is not necessary.

**Note 2:** For those lines without IRCS, QCA-207 Final Assembly Process Inspection Record must always be used.

**Note 3:** In case that small products are being inspected and two inspectors are assigned on one line, each inspectors must use separate inspection record.

**Note 4:** In case that big products are being inspected and many inspectors are assigned in one inspection board they must use one inspection record.



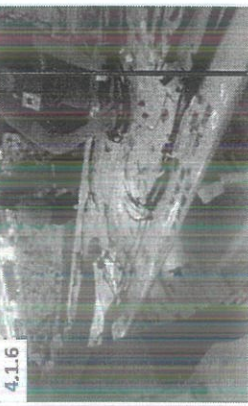
**4.1.9**

**4.1.9** Check the polycard versus nameplate of the actual harness packed on the polybox after completion of the required quantity.

**Note 1:** Product name and product lot must be the same.

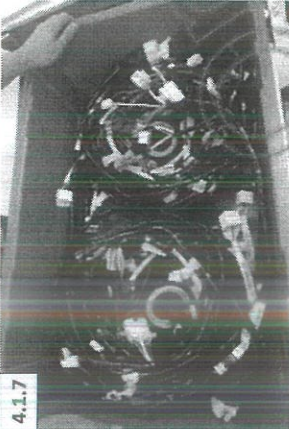
**Note 2:** Increase the required quantity was lacking, flip back or reverse the polycard as an indication that the product has lacking set.

PROCEED TO STEP NO. 5



**4.1.6**

**4.1.6** After inspection, loop the harness according to the operation instruction per product.



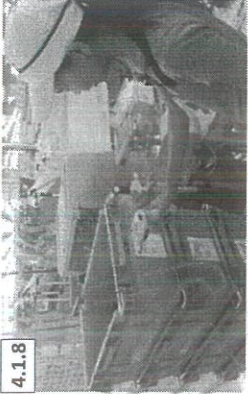
**4.1.7**

**4.1.7** Packaging of harness inside the poly box based on operation instruction.

**Note 1:** Ensure that there is no foreign material inside and outside the polybox before using.

**Note 2:** For products with option, bubble sheet, plastic/vinyl bag, R box, Sub R box cover and other external parts that are required to install/attach by the inspector, ensure that the required part was installed/ attached on the harness before packaging.

**Note 3:** Conduct self-checking on harness during packing to ensure the exactness of the quantity.



**4.1.8**

**4.1.8** After packing, conduct barcoding of polycard. Barcode the polycard set in polybox.

**Note:** Do not remove the polycard once it was set on polybox.

**Attention:** Risk of not following the rules for not removing the polycard on its polybox:

1. Interchange polycard/product
2. Missing polycard
3. Wrong polycard versus nameplate



**4.2.1**

**4.2.1** Put the polycard in polycard holder provided on inspection table.



**4.2.2**

**4.2.2** Proceed to inspection process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-CP-002 Quality Assurance Preparation for New Product, FALP-OP-012 Mocking and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

**Note:** In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/ir Staff and Wait for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.



**4.2.3**

**4.2.3** Push the button for pass tape and attach to the harness.



**4.2.4**

**4.2.4** Mark the pass tape using registered ballpen as indication that the harness pass the Quality Assurance Inspection.