


**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

# INCIDENT REPORT FORM

ID Number: 18-04357	Complete Name: Hazel M. Mendoza	Section: PD-PD4 SUZUKI	Date of Incident: October 5, 2020	Date Issued: October 8, 2020
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Part 1: (To be filled-in by the Immediate Superior)

## INCIDENT REPORT

On October 5, 2020, it was reported that you allegedly conducted Un-Authorized Repair/Hidden Repair, removing foreign material on connector as reported by PD4 member named Mary Ann Abu.

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 handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #5 Unauthorized repair/hidden repair excluding usage of prohibited extraction tool.

The allege offense maybe punishable by 1 to 5 days suspension.

(Please explain in writing within 5 hours/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"/> 1 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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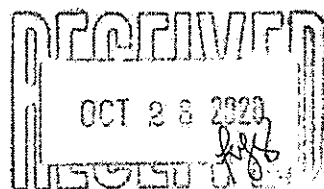
Issued by: <i>Clara Carables</i> Immediate Superior Signature over Printed Name	Noted by: <i>Katherine O. Cabrera</i> Manager Signature over Printed Name	Received by Employee: <i>Hazel M. Mendoza</i> Signature over Printed Name	Date Received: 10-12-20
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Part 2: (To be filled-in by concerned employee)

## EXPLANATION

Ako po si Hazel M. Mendoza ay nabigyan ng IR sa kadahilananang nagtanggal po ako ng foreign material sa connector. Nagpass na po iyon sa Ect. Nung chineck ko po after nung alignment nakita ko po may foreign mat. Lagi ko naman po chineck yung connector after alignment kase po minsan napasok po yung alignment kahit may bend terminal na. Pasensya na po. Hindi na po mauulit.

<i>Hazel M. Mendoza</i> Employee Name Signature over Printed Name	Date prepared: 10-12-20	<i>Hazel M. Mendoza</i> Explanation received by: Signature over Printed Name	Date Received: 10/22/2020
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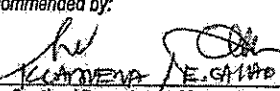

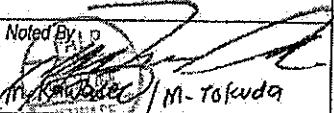


Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
<b>Result of Investigation:</b> Did not call attention of Jr. staff when encountered foreign material - she repaired by herself. Will give 1 day suspension on her violation.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from 10/28 to 10/28 Date Returned to work 10/29		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	_____		
Issued by:  Claire Carabiles Immediate Superior (Signature over Printed Name)	Recommended by:  E. G. 1110 Section/ Department Manager (Signature over Printed Name)	Approved by:  H. Sullivan Human Resources (Signature over Printed Name)	Noted By:  M. Tokuda President (Signature over Printed Name)
Date:	Date: 10/20/20	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: \_\_\_\_\_

## WRITTEN EXPLANATION

DATE 10-05-20  
NAME Mendoza, Hazel M.  
CATEGORY/AGENCY PAE ID NUMBER: 18-04357  
LINE NUMBER and SHIFT 542 / B  
DATE HIRED 12-16-18  
PROCESS ECT Audited By: M. Abi  
VIOLATION/AUDIT Remove foreign material / Unauthorized Repair  
CONTROL NO. GRPI - Sept - 21 OFFENSE NO. 461

### EXPLANATION

Bakit na-audit ka? Nagtanggal po ng foreign material.

Ano sa palagay mo ang epekto nito sa harness? Ruede po syang mag malfunction sa sasakyan.

Aware ka ba sa Memo ng Non Compliance? Opo. Suspension or written

### COUNTERMEASURE

Hindi na po ako nagtatanggal ng foreign material sa connector. tatawag na lang po ako ng jr. staff.

### STAFF REMARKS

> harness was already pass on ECT process.

### SV REMARKS

Issue IR

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

[Signature]  
Sign of Employee

CHECKED BY:

[Signature]  
C. Obieral  
Jr. Staff

NOTED BY:

[Signature]  
M. Abi  
Staff

APPROVED BY:

[Signature]  
C. Carabales  
Supervisor

Issue IR - [Signature]

10/7/20



## Minutes of Meeting

Prepared

Examined

Verified

Noted

*D. Delos Reyes*  
D. Delos Reyes

*V. Roxas*  
V. Roxas

*K. Cabrera*  
K. Cabrera

*E. Caliao*  
E. Caliao

Date : October 20, 2020

Location : PD4 Control Area

### Hazel M. Mendoza Hearing

#### Attendees :

Katherine Cabrera  
Daisa Delos Reyes

#### Details:

Unauthorized Repair/Hidden Repair  
Date of incident: October 5, 2020

#### Hearing Meeting Summary:

Ayon kay Hazel M. Mendoza, nagtanggap siya ng foreign material sa connector noong Octobre 5, 2020. Nakalampas na sa inspection ng ECT ang harness, pero nung tiningnan ulit niya pagkatapos ng alignment ay nakita niya ang foreign material sa loob ng connector kaya tinanggal niya ito. Lagi niya tiningnan ang connector pagkatapos ng alignment dahil minsan napasok pa ang alignment kahit may bend terminal na. Sisiguraduhin niya na kung sakaling magkaroon o maka-detect ng problema o NG ay kinakailangan niyang isagawa ang "STOP, CALL, WAIT". Humihingi siya ng pasensya at nangangakong hindi na ulit gagawin.

Start Of Minutes: 8:45 AM  
End of Minutes: 8:55 AM



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

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☒ Meeting

Title: HR Meeting  
Venue: PD4 Control room  
Facilitator: Katherine Cabrera

Date: 10-20-2020  
Time: 8:45 am

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Mendoza, Hazel M.	RD4	Associate	<i>[Signature]</i>
2	Reyes, Paula M.	RD4	Encoder	<i>[Signature]</i>
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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.

*[Signature]* 10/20/2020  
Facilitator's Signature/Date: