



EPICODE OK

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 : 15\_PK01300  
Rianzales, Loujane Maandal 

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : October 10, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 3 DAY SUSPENSION Oct. 25, 26, 28
Line	DVLL 2124
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/24/2019 to name: Rianzales, Loujane Maandal

**Violation Offense No.V****OFFENSES AGAINST COMPANY INTEREST****Section No. 5**

**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:**

**Non-compliance or failure to follow the standard operational procedure 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:   
15\_PK01300

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 : 15\_PK01300

Rianzales, Loujane Maandal 

FROM : PKIMT Management

SUBJECT : Notice to Expian

No.of Offense : 1st offense

DATE : 9-Oct-19

This refers to the alleged offense(s) you have committed at 24-Sep-19 to name: Rianzales, Loujane Maandal

Violation Offense No. v

**OFFENSES AGAINST COMPANY INTEREST**

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:

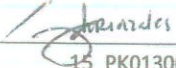
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This is for your guidance and strict compliance.

NOTED BY:

  
**PKIMT Management**

Conforme:   
15\_PK01300

FURUKAWA Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAIP-1A-1909-1441

☒ AGENCY

Please Specify: PKIMT

<u>JR. REYES</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: RIANZALES, LOUJANE  
 Position: ASSOCIATE  
 ID Number: 15-PK01300  
 Batch No.: 274  
 Car Model/Line: DS4L / 2124

Process: APPEARANCE  
 Group/Shift: A / NS  
 Date/ Time: 09-24-19 / 2:45 AM  
 No. of Offense: 1  
 Superior Name: J. MEDRANO

Audit Findings: Non compliance or Failure to follow the standard operational procedure in inspecting the product  
 Details:

Inspector did not follow the proper way of checking connector.

## WRITTEN EXPLANATION

IRIGPAUMANTIN PO NINYO ANG HINDI KO PANGUNOD SA  
PROPER WAY NG PAG-INSPECT SA KADAHILANAN PO NA NAKAKALIMUTAN  
KO KUNG MINSAN DAHIL PO SA SOBRANG DELAY KO NA DIN PO.  
NANGALAMAKO PO AKO NA DI NA MAWILI AGAD ANG PAKKAKAMALIN.  
NAGAWA MULI PO AKO AY HUMIHINGI NG PAUMANTIN AT SANA PO  
AY BIHAGAN NIYO PA PO AKO NG ISA PANG PAKKAKATAON.

## Remarks/ Evaluation:

Issue memo JR

Signature of Employee  
 Date: 09-27-19

Signature of Jr Staff  
 Date: 9-27-19

Signature of Staff  
 Date: 09-27-19

Signature of Supervisor  
 Date: 16/1


Signature of Manager  
 Date: 10/3



# PROPER WAY OF CHECKING CONNECTOR

CAR MODEL		MATERIALS		DEVICES/TOOL/INSTRUMENT USED		REFERENCE		DOCUMENT TYPE		WORK INSTRUCTION		PAGE NO. 1 OF 1	
All		N/A		Alignment jig		FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GL-ESH-18006		FALP-WI-QCA-15008		REVISION NO. 3		EFFECTIVITY DATE May-08-2019	
FORM		PURPOSE		SCOPE		APPROVAL		Prepared by:		Checked by:		Approved by:	
N/A		To set instruction on how to check the condition of connector properly		Final Assembly process				L. Mindanao Staff		S. Morfe Supervisor		B. Ramirez Asst. Manager	
												A. Nachor / T. Mariuoka Sec. Manager / Dept. Manager	



**1**

- Check the mating part of connector
- No terminal plugging out. Most check in vertical and horizontal position.
- No damage part (all edges must check).
- No foreign matter attached
- No deform part of connector
- No bend/deform (part tip form) (must check in vertical and horizontal position).
- No wrong plating of terminal (gold/lin)
- Presence of bad mark (or male connectors that has alignment jig)
- Presence and condition of pack in rubber seal (applicable for water proof connectors).



**2**

- Check front side of connector based on connector lock position (unless otherwise specified)
- No wrong part
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr



**3**

- Check backside of connector
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No half locked retainer



**4**

- Check right side of connector
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No deform part of connector



**5**

- Check left side of connector
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No deform part of connector



**6**

- Check the insertion part of connector
- No damaged cavity (refer to FALP-CP-QCA-17074. Inspection Criteria for Damaged Insertion Part of all Common Connectors, for the acceptable damage condition).
- No damaged insulation, exposed core wire
- Condition of inserted wire (no pulling out or TBO)
- Presence and condition of grommet and tumbler (applicable for water proof connectors)


**NOTE:** Proper way of bending branch when checking the insertion part of connector. Bending portion must be 50mm away from neck of connector. Avoid too much bending of branch.



**7**

- Check the insertion part of connector
- No damaged cavity (refer to FALP-CP-QCA-17074. Inspection Criteria for Damaged Insertion Part of all Common Connectors, for the acceptable damage condition).
- No damaged insulation, exposed core wire
- Condition of inserted wire (no pulling out or TBO)
- Presence and condition of grommet and tumbler (applicable for water proof connectors)

**NOTE:** Proper way of bending branch when checking the insertion part of connector. Bending portion must be 50mm away from neck of connector. Avoid too much bending of branch.



**8**

- Check the insertion part of connector
- No damaged cavity (refer to FALP-CP-QCA-17074. Inspection Criteria for Damaged Insertion Part of all Common Connectors, for the acceptable damage condition).
- No damaged insulation, exposed core wire
- Condition of inserted wire (no pulling out or TBO)
- Presence and condition of grommet and tumbler (applicable for water proof connectors)

**NOTE:** Proper way of bending branch when checking the insertion part of connector. Bending portion must be 50mm away from neck of connector. Avoid too much bending of branch.

**CAUTION:**  
Do not insert your finger inside the connector or mating part during inspection!

**NOTE 1:** Slightly touch the retainer using thumb finger from left to right and right to left to be checked if the retainer is already locked or unlocked. Refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer lock.

**NOTE 2:** TBO can be detected if encountered half locked/imperfect locked of retainer.

**NOTE 3:** These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.

**WARNING**

1. In case of Abnormalities, Please

2. Stop the Production or Process

3. Call the attention of Jr. Staff / staff

4. Wait for further advise

5. Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE

6. Be careful not to cause injury during inspection of wireharness

NO GOOD condition on proper way of checking connector.

DR/EN FS.	Revision No.	Effectivity Date	Additional warning or information regarding safety purposes	Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire
QA-QCA-L3a-1905-015	3	May-08-2019		
QA-QCA-L3a-1707-001	2	Jul-24-2017	Align sequence of checking to current process (sequence no. 2,3,4,5); changes of already checked item of sub assembly using Sub PC; Remove checking of deformation and condition of grommet and tumbler and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference	
A3a-1510-007	1	Oct-21-2016	Update the sequence number of process	
A3a-1507-022	0	Jul-25-2015	first issue per ISC 9001:2008 Quality Management System	