



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 : 20_PK41144
NAME : Roaring, Gizelle Magadia *Summarizing*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 22, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
3 days suspension 3/1-3/21 Summarizing	
Line/Shift	SSR
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>v. n. [Signature]</i> 02/24/2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/12/2021** to name: **Roaring, Gizelle Magadia**

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:

Non Compliance on proper flow when encounter abnormality

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
20_PK41144

FURUKAWA - Production Operator

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

WRITTEN EXPLANATION

Name: Roaring, Gizelle

Date: 02-19-2021

Violation: Non-compliance on proper flow when encounter abnormality

No. of violation: 1

Line 5132

Reason:

Ako po si Gizelle Roaring ay nakaencounter ng NG (inverted clamp). ~~Pinass ko po siya sa process ko at isinabit sa hanger para maayos, Di ko po akalain na irerepair po siya ng kasama ko.~~ Bukod po dito ay nagta-tape po ako dahil laging butas ang junction. Hindi na po ako nakatawag ng jr staff sapagkat wala pong sinumang leader ang nandoon para mag-ayos.

Countermeasure:

Pag nakaencounter po ako ng NG, tatawag po ako ng staff / jr staff para maconfirm nila may NG akong na detect. Kapag may minor defect / abnormalities dapat STOP, CALL and WAIT

EMPLOYEE

STAFF



S. Apornima
SUPERVISOR



For. V. Rojas
SECTION MANAGER

Video 1	01/11/2021	18:43:22	ECT associate get affected harness with claim from ECT hanger
		18:43:26	Barcoded Affected harness with Claim
		18:44:38	ECT machine detected the Crosswire
		18:44:53	ECT associate called Dimension associate (Original ECT inspector of the line since YKA)
		18:45:22	Dimension associate seen touching the jig to open pneumatic lock
		18:45:31	Returned harness with Claim to ECT hanger
		18:45:36	Get good harness to pass the serial no. of harness with claim on IRCS
		18:46:40	Rebarcoded good harness on ECT table and set again to jigs for 2nd time ECT check
		18:48:13	Sub assy associate approached Expert then ECT inspection are to get harness with claim and bring to sub assy area
			Dimension associate returned harness with claim to Appearance hanger
Video 3	01/12/2021	8:11:47	Appearance gave feedback on 1 portion
			Dimension associate get again the harness, attach component from parts box on last station of assembly
		8:13:37	Dimension associate returned harness to Appearance hanger