



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

| | | | | |
|------------------------|-------------------------------------|---------------------------|------------------------------------|------------------------------------|
| ID Number: 17-03397 | Complete Name: Marilag De Chavez | Section: PD-PD4 SUZUKI | Date of Incident: July 10, 2020 | Date Issued: September 17, 2020 |
|------------------------|-------------------------------------|---------------------------|------------------------------------|------------------------------------|

Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On July 10, 2020, it was reported that you allegedly conducted not following SOP, you conduct patches of STU due to damaged STU without STU and presence of QA as reported by I-Alert member named M.Dotado.

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 #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The alleged offense maybe punishable by Suspension of one (1) to five (5) working days for 2nd offense.

(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 type="checkbox"/> 1 st Offense | <input checked="" type="checkbox"/> 2 nd Offense | <input type="checkbox"/> 3 rd Offense | <input type="checkbox"/> 4 th Offense | <input type="checkbox"/> 5 th Offense |
|--|---|--|--|--|

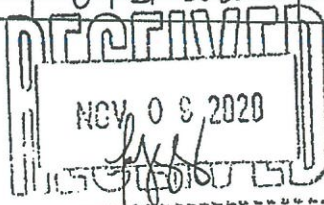
| | | | |
|--|---|---|------------------------------|
| Issued by: Bebelyn De Castro Immediate Superior Signature over Printed Name | Noted by: Katherine O. Cabrera Manager Signature over Printed Name | Received by Employee: Marilag De Chavez Signature over Printed Name | Date Received: 09-21-2020 |
|--|---|---|------------------------------|

Part 2: (To be filled-in by concerned employee)

EXPLANATION

Hindi ko naman po siya mismong tinapalan ng STU kasi yun po ay galing ng repair ay sadya pong mas tapal na at nagkatabak naman po na dun sa harness na yun ay may damaged STU na ibang portion kaya po may hawak na STU pero tumawag naman ako nang time na yun QA nang time na pong naaudit ako. po kami ng Jr. Staff ng

| | | | |
|---|------------------------------|---|------------------------------|
| Marilag De Chavez Employee Name Signature over Printed Name | Date prepared: 09-21-2020 | Katherine O. Cabrera Explanation received by: Signature over Printed Name | Date Received: 10/10/2020 |
|---|------------------------------|---|------------------------------|



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 |
| Result of Investigation: cannot justify to intert if the STM patched was from the other shift or she did w/o the presence of QA & fill up orange tag. | | | |

RECOMMENDATION / CORRECTIVE ACTION

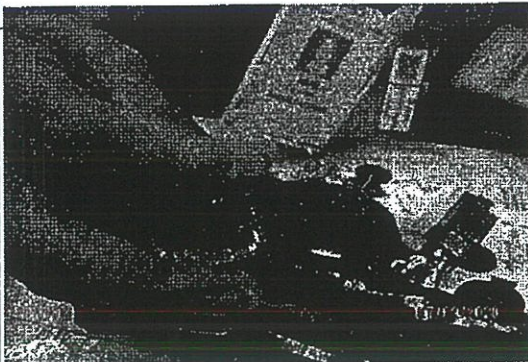
| | | | |
|--|--|---|--|
| Suspension | <input checked="" type="checkbox"/> 5 Workings Days | Date from <u>11/10/12</u> to <u>11/14/12</u> | Date Returned to work <u>11/14/12</u> |
| Dismissal | Effective Date: _____ Offenses Against: _____ | | |
| Remarks: | | | |
| Issued by: <u>Bebelyn De Castro</u> Immediate Superior (Signature over Printed Name) | Recommended by: <u>K. Cabrera / E. Cailao</u> Section / Department Manager (Signature over Printed Name) | Approved by: <u>[Signature]</u> Human Resources (Signature over Printed Name) | Noted By: <u>[Signature]</u> President (Signature over Printed Name) |
| Date: _____ | Date: <u>10/10/2012</u> | 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: _____

| | | | |
|--|---------------------|---|--------------|
| Date & Time | July 10, 2020/06:40 | Illustration | Action Taken |
| Shift & Group | DS/B |  | |
| Car Maker/ Model | Suzuki YD1 | | |
| Line No. | 5117 | | |
| Name | Marilag De Chavez | | |
| ID No. | 1703397 | | |
| Batch No. | 76 | | |
| Process | Appearance | | |
| FAS or Agency: specify | FAS Jr staff | | |
| Person Informed | C.Ramos | | |
| Audited by: | M.Dotado | | |
| Reason/Risk: | | | |
| Audit Details | | | |
| Not following SOP Jr staff conduct patches of STU due to damaged STU without STU and presence of QA | | | |

QCA-097-00

EFF:10/17/19



Minutes of Meeting

Prepared

Examined

Verified

Noted

V. Lasin

B. De Castro

K. Cabrera

E. Cailao

Date : October 10, 2020

Location: PD4 Control Area

Marilag De Chavez Hearing

Attendees :

Katherine Cabrera
Bebelyn De Castro
Veronica Lasin

Details:

Not following SOP(conduct patches of STU due to damaged STU without STU and presence of QA)

Date of Incident: July 10, 2020

Hearing Meeting Summary:

Ayon kay Marilag hindi naman daw nya mismong tinapalan ng STU ang harness dahil ito daw po ay galing na sa repair sadya na di umano itong may tapal at nagkataon lamang na sa harness na yun ay may damaged STU na ibang portion kaya may hawak siyang STU. Pero tumawag daw naman sila ng Jr. Staff ng QA noong oras na iyon.

Walang makitang patunay na ung unang portion na may tapal na STU ay mula pa sa NS. at hindi sya ang nagtapal.

Start Of Minutes: 2:30pm

End of Minutes: 2:50pm



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: Hearing
Venue: PDY Control Area
Facilitator: Katherine Cabrera

Date: 10/16/2024
Time: 2:30 - 2:50 pm

| | NAME | DEPARTMENT | POSITION | SIGNATURE |
|----|-------------------|------------|-----------|-------------|
| 1 | Behelyn De Castro | PDY | Staff | [Signature] |
| 2 | Marilyn De Chavez | PDY | Jr. Staff | [Signature] |
| 3 | Veronica Lacin | PDY | Jr. Staff | [Signature] |
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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]
Facilitators Signature/Date: