Branch Office:

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

# **DISCIPLINARY ACTION MEMORANDUM**

DATE

: March 29, 2021

**CLIENT: FURUKAWA** 

**EMPLOYEE NAME** 

: Capili, Jhonalyn

**EMPLOYEE NO.: AEFL20636** 

DEPARTMENT

**QUALITY ASSURANCE FINAL** 

SHIFT: A

#### RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

### IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two-year period.

> DETAILS: Did not encircle wire diameter (last Kanban- IVSSH) Audited (Mar. 04, 2021)

#### **VIOLATION COMMITTED:**

It is clearly stated in Add Even Manpower Resources & Solutions Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In line with this, you are hereby given 3 days suspension for the said violation of our Employee Code of Conduct

PO/LINE

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

**AEM COORDINATOR** 

**NOTED BY** 

: ARLYN M. ALCARAZ **SUPERVISOR** 

**Employee's Signature over Printed Name/Date** 

RECOMMENDATION FORM NAME: EMPLOYEE NO. Hord 22-29 SUSPENSION DATE RETURN DATE: RETURN SHIFT: SHIFT/SCHEDULE DA

FURUKAWA AUTOMOTIVE SYSTEMS,
LIMA PHILIPPINES, INC.

## FINAL ASSEMBLY PROCESS EFFICIENCY REPORT FORM

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Analysis of Efficie	ncy Why Me	t / Unmet								

NOTE: Attach countermeasure for unmet target
: Put / if not applicable

: all downtime must be recorded

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To	: Capili, Jhonalyn	
Position	Production Associate	
ID Number	, AEFL20636	
Client Company	. FALP	
Date	. March 29, 2021	
Re	: NOTICE TO EXPLAIN	
DearMs. Capili		
our client company to		lation/s against the Rules and Regulations of fense in the Code of Discipline).
IV. PERFORMANCE/W	ORK/ATTITUDE	
	to meet reasonable work standard made nd instructions, within two- year period.	known to the employee, even after proper
	DETAILS: Did not encircle wire diam Audited (Mar. 04, 2022	• 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0
receipt hereof. Failure	to file your answer within the prescribe ne matter and shall render decision base	ion to the above charges within 48 hours upon d period shall be construed as waiver of your d on the available documents and records or
TOT YOU ITTOTTTIALION E	ma strict compliance.	Served by:
Received by:  3+0nai4h Signature Over Printed	E, Callu I Name	CUEUMS WITH POSE Supervisor/Dept Head
Date/Time: 03/24	2021	



# **REWORKING DETAILS**

(For defect found at Inspection Process)

PROCESS DETECTED	LINE	SHIFT	GROUP	CAR MODEL	INSPECTION DATE	INSPECT	TOR NAME	Confirmed & Verified By: (PD Staff/QA Staff)
Product No.	Lot No.	Serial	Code of Defect		Content of Defect			Treatment
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Missing Spot Taping	Missing Combine		Missing Combined Tap	oing of Ultrasonic	Missing Cross Taping	Missing	g 1 side Taping on 2 sided clamp	Missing Option Taping
A	/B		C		D		E	Francisco
Missing FCLT Tape	Missing Fixing o		Missing Close	d Taping	Missing Open Taping	M	issing Cloth Taping	Detached LA Combine
Deformed Taping of Grommet	Unlocked P		Imperfect Lock o	f Protector	Foreign Material	Loc	ose Taping of Clamp	Mis-aligned combine of LA
M	N		0		Р		Q.	R
Wrong Used of Tape	Wrong Tapin		Wrong View of Connector				rerted Position of LA	Sagged Wires
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Others								
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FASS	FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.	
	QA-QC INITIAL WRITTEN EXPLANATION	
NAME: I.D. Number:	Jhonalyn Capili Date/Time: 63-04-2/	
DEFECT NAM	ME/VIOLATION:  - Did not encircle wire diameter (last lamban - IVSSH)	
EXPLANATION	ON:	
	Pagkatapal ko po kasi magarkal ng uma diameter ay nagpacheck pr ny Strip ang operator, pagbalik ko pe sa ginagawa ko nagproced na pe agad ako ng pag-iinspect-nataliarutan to na po bilugar ang wire size	
COUNTERMI	MEASURE:  Actions no totapusin to mana and ginagemen to vago advormany process of sa itea. Para po hindi na ako matalimot. Pasensya na po.	
Name and Associated States of the States of	Prepared by: Juonary E. Capru	
	Reviewed by:  Assigned Jr. Staff	
	Assigned Staff  Assigned Line Patrol	
	Noted by:  J.Caguitla/ J.Badillo  Supervisor	
I st 7	S: (For line patrol audit please indicate if how many time the inspector audited)  Time  Others;  Time	
Please Indi Violation: Violation:	licate previous violation:  Date:  Date:	



### **REWORKING DETAILS**

(For defect found at Inspection Process)

PROCESS DETECTED	LINE	SHIFT	GROUP	CAR MODEL	INSPECTION DATE	INSPE	CTOR NAME	Confirmed & Verified By: (PD Staff/QA Staff)
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Missing FCLT Tape	Missing Fixing o	on Protector	Missing Close	ed Taping	Missing Open Taping		Missing Cloth Taping	Detached LA Combine
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Deformed Taping of Grommet	Unlocked Pi	rotector	Imperfect Lock	of Protector	Foreign Material		Loose Taping of Clamp	Mis-aligned combine of LA
M	/ N		0		P		Q	R
Wrong Used of Tape	Wrong Taping		Wrong View of	Connector	Wrong View of Branch after E	Binding	Inverted Position of LA	Sagged Wires
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Others	200 marine (200 marine)			encyntal (Centrif)		one on the state of the state of		
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DMANPOWER

# **EXPLANATION SHEET/COUNTERMEASURE SHEET**

Involve Employee: Canu, Thorawn &	Company Assigned: Furukawa
Position: & A INMAL	Date Hired: 11/21/2010
Date: 0ฦ เล เอน	
Details of Explanation: (Use additional page if necessary)	
Propher to no hasi maganile na strip and operator, purphalik k po agad also na pag-iinsprét hakalin wirk size.	to po sa giragawa ko ndliproceed ha
Details of Countermeasure: (Use additional page if necessar	y)
herd time no tetapusin ko ako magproceed sa iba. Para po hino	Mung ang ginagawa to bago J: na ato matalimot. Pasensya na po.
Employee's Signature	Recommendation:
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### **REWORKING DETAILS**

(For defect found at Inspection Process)

PROCESS DETECTED	LINE	SHIFT	GROUP	CAR MODEL	INSPECTION DATE	INSPECT	OR NAME	Confirmed & Verified By: (PD Staff/QA Staff)
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