



# FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: 18-03790	Complete Name: Danalysa Delas Alas	Section: PD3-MAZDA FINAL	Date of Incident: July 26, 2019	Date Issued: August 18, 2019
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On July 26, 2019 it was reported that you have committed non-compliance on STOP, CALL and WAIT as reported by I-Alert Team.

Assy Associate Repair the exposed wire instead of Jr. staff.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for the alleged violation under Memorandum with reference number HRGA-2018-04-14, 1. Unauthorized Repair/ Hidden Repair excluding of prohibited extraction tool.

The alleged offense is punishable by Suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.

(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"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by:  GRACEY GARCIA Immediate Superior Signature over Printed Name	Noted by:  O. V. Garcia Manager Signature over Printed Name	Received by Employee:  DE LAS ALAS, DANALYSSA Signature over Printed Name	Date Received: 08-18-2019
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Part 2: (To be filled-in by concerned employee)

#### EXPLANATION

Nagtapo po ako ng harness na may expose na kasalukuyang nabarecode na sa Dimension Inspection. Hindi po ako sumunod sa standard dahil po walang available na Andon light sa Dimension. Naghanap po ako ng expert at Junior staff pero kumukuha po ng carton pack ang expert at ang isa naman po ay kumukuha ng VD kaya po hindi ko din nakita. Dinala ko po sa Assy para feedback. Hindi ko po nahintay ang expert dahil po yung inspect ko ay kelangan ko pang itorque sa next process. Nilaladin po akong nailagay na under Inspection Tag dahil po may trial na wala pang available na under inspection tag sa harness na less than 3 minutes inspect. Miramadali ko po ang pang-inspect sa Dimension dahil po kelangan ko din pang itorque dahil na hindi ako makasunod sa standard.

 DE LAS ALAS, DANALYSSA Employee Name Signature over Printed Name	Date prepared: 6/20	 Explanation received by: Signature over Printed Name	Date Received: 8/20
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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 type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
<b>Result of Investigation:</b> Feedback must be raised to superior not w/ associate. Must follow 30p call & wait			

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	2 Workings Days Date from <u>Dec 23</u> to <u>Dec 31</u> Date Returned to work <u>Dec 28, 2019</u> <u>March 19, 2020</u> <u>Dec 30 March 20, 2020</u> <u>Dec 31, 2020</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	Confirmation tag a defect tag can be used if the staff is not around. Members know the rule yet still do abnormalities.		
Issued by: <u>[Signature]</u> Immediate Superior (Signature over Printed Name)	Recommended by: <u>[Signature]</u> Section/ Department Manager (Signature over Printed Name)	Approved by: <u>[Signature]</u> Human Resources (Signature over Printed Name)	Approved by: <u>[Signature]</u> President (Signature over Printed Name)
Date: _____	Date: <u>3/30</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.

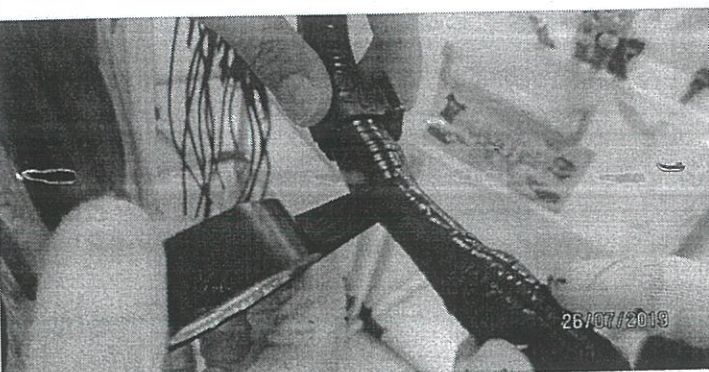
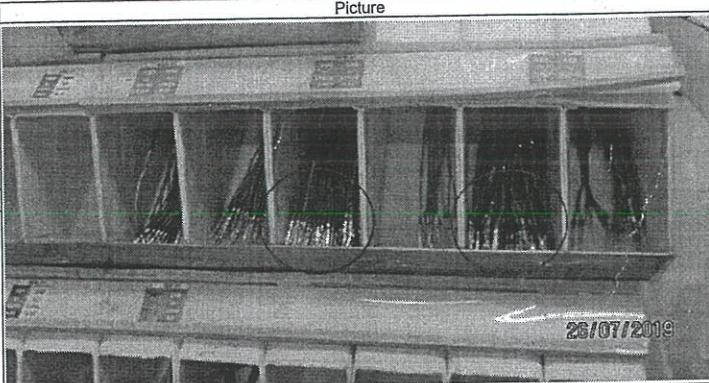
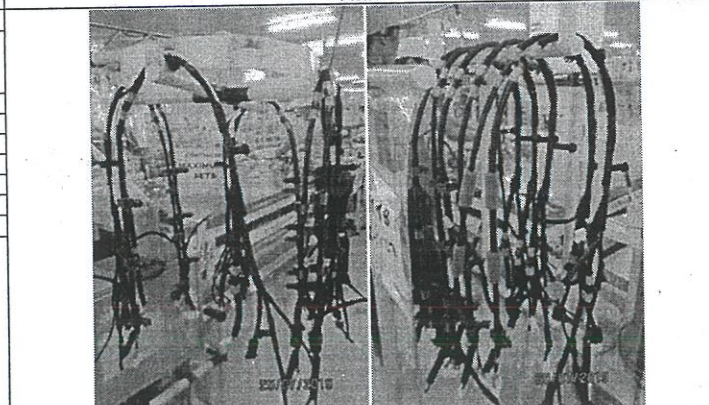
[Signature]  
DE CAS ALPS, VAMIT KOSHI  
 Employee Signature over Printed Name:

Date Received: 2020 10/1/20

Suspension date:  
 Sept. 9 and Sept. 10



# i\_Alert Audit Report

	Picture	Action Taken
<p>Line 1004</p> <p>July 26, 2019/10:13am</p> <p>DelasAlas,Danayla/18-03790</p> <p>Peñoso,Rose,Rose Marie/19-04806</p> <p>Shift / Group DS/A</p> <p>Batch No. 70/154</p> <p>Process Assembly</p> <p>FAS or Agency: specify FAS/PKIMT</p> <p>Person Informed J. Mandigma</p> <p>Audited by: J. Masapol</p> <p>Details</p>		
<p><u>Noncompliance on STOP CALL and WAIT</u></p> <p>Dimension associate bring the harness in Assembly process due to exposed wire, assy associate repair the exposed wire instead of Jr Staff.</p> <p>&gt;harness already barcoded in Dimension IRCS</p>		
<p>Car Model / Line No. Mazda Line 1032</p> <p>Date / Time July 25, 2019/</p> <p>Name / ID No. Mendoza,Nasher/18-03640</p> <p>Shift / Group DS/A</p> <p>Batch No. 107</p> <p>Process Sub-Assembly</p> <p>FAS or Agency: specify FAS</p> <p>Person Informed M. Antojado</p> <p>Audited by: J. Masapol</p> <p>Details</p>		
<p>Too much setting of wires on sub-assy hanger</p> <p>Ok: 1 kanban</p> <p>Actual: 2 kanban 40 pcs (twisted wires=80pcs)</p>		
<p>Car Model / Line No. Mazda Line 1118</p> <p>Date / Time July 25, 2019/9:20am</p> <p>Name / ID No. Flores,Jonalyn/14-01770</p> <p>Calape,Lyca Mae/BF-10240</p> <p>Sevilla,Marlon/19-PK31385</p> <p>Shift / Group DS/A</p> <p>Batch No. 21/214/257</p> <p>Process ECT/Dimension</p> <p>FAS or Agency: specify Jr Staff//MDHII/PKIMT</p> <p>Person Informed X.Kalaw</p> <p>Audited by: J. Masapol</p> <p>Details</p>		
<p><u>Not following maximum sets on hanger</u></p> <p>OK: 4 sets</p> <p>Actual: 8 sets</p>		

Minutes of Meeting		Prepared	Examined	Verified	Noted
		Jms b. Vengara			N/A
Date: 10/28		Location: Marikina			
Agenda: HEARING					
Attendees: Refer to attendance form					
Details:					
Name of Employee: Danyela de la Cruz					
Date of incident: (Danyela) July 24, 2015					
Violation: Conduct regarding use of harness "adding of tape" w/ her co-associate.					
Penalty:					
Result of Investigation:					
<p>→ expose wire encountered at dimension</p> <p>"must perform stop call wait" (1) walang expert at Jr. Staff as per associate.</p> <p>* hindi ginawa ang item 1 to 3</p> <p>item 4. alam kung paano sya gawin</p> <p>as per associate. hindi ginawa dahil sa pagmamadali</p> <p>(2) No andon sa dimension. 670.</p> <p>(3) walang mdr inspection</p> <p>(4) for confirmation tag.</p> <p>* Intentionally conduct abnormality?? as per associate not intentional.</p> <p>only do the abnormality dahil sa pagmamadali.</p> <p>pagmamadali dahil nahinap matambakan. Don't follow SOP, think that it was the easiest way to solve the problem. Associate know the procedure of putting harness on confirmation box if expert or Jr. Staff are not around.</p>					
Recommendation					
Confirmation tag or defect tag can be used if Jr. Staff is not around.					





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

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

Title: Hearing  
Venue: Manda Control  
Facilitator: O. Nungara

Date: Oct 28, 2019  
Time: 2:30 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	DE LAS ALAS, DANALYSSA B.	PD3	ASSOCIATE	<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]* 10/28/19  
Facilitators Signature/Date: