

INCIDENT REPORT FORM

ID Number: 18-03730	Complete Name: Almosara Dyna.P	Section: Production 5/Subaru	Date of Incident: June 19, 2020	Date Issued: July 28, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION: UNAUTHORIZED/HIDDEN REPAIR

On it was reported that you allegedly conducting cutting of clamp on dimension process due to short dimension which is not allowed.

In view of the above, please explain in writing within 48 hours why no disciplinary action should be imposed on you for violating the Company Policy C. Offences Against Work/Business Standard Section 4 which states Failure to follow business standards, operation procedures, work instruction or work practices which may or may result to damage of company property. Un-authorized hidden/repair excluding usage of prohibited tools or extension tools.

The allege offense maybe punishable by written warning to dismissal: suspension of 1 to 5 working days.

(Please explain in writing within 5 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: Girlie Abrigena Immediate Superior Signature over Printed Name	Noted by: Jerald Ganadillo Manager Signature over Printed Name	Received by Employee: Almosara Dyna P. Signature over Printed Name	Date Received: 08-12-20
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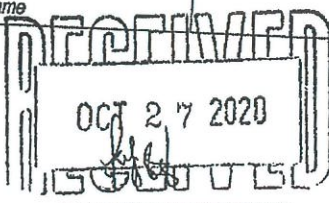
Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Dyna P. Almosara ay na-audit dahil po sa hindi ko pagsunod sa standard procedure. Nakitaan po nila ako na nagcut ng clamp dahil po short dimension po ang sequence na yun. Manghinayang po ako sa harness kaya po nagawa ko ang bagay na yun. Alam ko pong mali at bawal po igun. Ipapaumanhin niyo po ang aking nagawang pagkakamali at hindi pagsunod sa standard procedure. Sa susunod po na makaencounter ako ng mga NG sa harness ay akin na pong gagawan ng red tag at susunod na rin po ako sa standard procedure. Humihingi po ulit ako na paumanhin.

Maraming salamat po...

 Almosara Dyna P. Employee Name Signature over Printed Name	Date prepared: 08/12/20	 Jerald Ganadillo Explanation received by: Signature over Printed Name	Date Received: 10/14/20
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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 checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation:			
<p>- Attempt to replaced clamp</p> <p>- Consecutive NG, produced by new employee</p>			

RECOMMENDATION / CORRECTIVE ACTION

Suspension:	<input checked="" type="checkbox"/> 2 Workings Days - Date from <u>11/11</u> to <u>11/12</u> Date Returned to work <u>11/13</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	2 days suspension for the attempt of conducting illegal repair		
Issued by:	Recommended by:	Approved by:	Noted By:
<u>aw</u> Girle Abrugena	<u>[Signature]</u> Jerald Ganadillo/Eugene Caliao	<u>[Signature]</u> Human Resources	<u>[Signature]</u> KAWASE / m. Tokuda
Immediate Superior (Signature over Printed Name)	Section Department Manager (Signature over Printed Name)	Human Resources (Signature over Printed Name)	President (Signature over Printed Name)
Date: 10/15/20	Date: 10/15/20 10/16/20	Date: <u>N. bulu</u>	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: _____

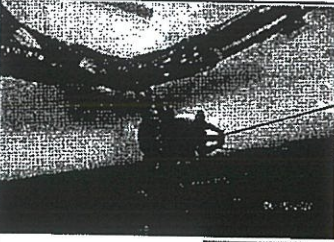




FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

R.Tabogon	J. Reyes/K. Hernandez	G. Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Subaru

Date & Time	June 19, 2020/10:30pm	Illustration	Action Taken
Shift & Group	NS/A		
Car Maker/ Model	Subaru	  	
Line No.	7113		
Name	Almosara, Dyna P.		
ID No.	18-03730		
Batch No.	115		
Process	Dimension Process		
FAS or Agency: specify	FAS(expert)		
Person Informed	A.Briones		
Audited by	M.Casama/C.Redondo		
Reason/Risk:			
Audit Details			
<p><u>Un-authorized Repair/Hidden Repair</u></p> <p>Expert conduct cutting of clamp on dimension process due to encountered short dimension from center of junction to center of clamp YB-17-B</p> <p>Remarks: Affected Line was not allowed to use side cutter</p>			

QCA-097-00

EFF:10/17/19



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: POS - Control Area
Facilitator: J

Date: 10-19-20
Time: 2:15 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dyna Almalara	POS - Subaru	Expt. (Associate)	<i>[Signature]</i>
2	Eric D. Manigera	POS	SV	<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]
Facilitator's Signature/Date:

PRODUCTION DEPARTMENT



Minutes of Meeting

Prepared	Examined	Verified	Noted
<i>John G. Hecugon</i>			

Date :

Agenda :

Location :

Hearing

Attendees :

Dyner Atmosara

Siric Atmosara

Details :

Meeting started at around 2:15 PM

Sir Je started the discussion by asking what was happened with the incident

when she was audited by I-alert, cutting of CLAMP on Dimension

Ms. Dyner Atmosara thoroughly explained her side on what happened that time.

she said that, there was a change point on that affected portion, and even

after teaching the right procedure on procedure process. Defect repeatedly

occur, and she was no choice but to do it thinking that it will

help her increase her line efficiency. She admitted her mistake and promised

to never do it again. Sir Je explained & emphasized the impact of

the problem. She did.

Meeting ended with the agreement that same incident will never

re-occur again & will strictly follow standard procedure on process.

End of Minutes, 2:25