

этансь Оббес Unif 2 Gemanville Connected 6ldg, Sap Ferenado, Malvar, Batangar Camphone Commerc 90x3-03x-0345(Ginbs) (9715-279-2555 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE

: November 5, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME

: Rodriguez, Aira Mae M.

EMPLOYEE NO.: AEFL18260

DEPARTMENT

: PD5/HONDA 3114

SHIFT: B

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: Non-compliance or failure to follow the standard procedure in inspecting the product.

Inspector did not compare nameplate vs. polycard.

Audited by I-Alert

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 1 Day Suspension for the said violation of our Employee Code of Conduct

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

PREPARED BY:

AEM COORDINATOR/SUPERVISOR

MOTED BY

: May Mariorie 5. Taburan

AEM ASSISTANT GENERAL MANAGER

Rodriguez, Aira Mae M.

Employee's Signature over Printed Name/Date





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

То	Rodriguez, Aira Mae M.		
Position	. Production Associate		
ID Number	: AEFL18260		
Client Company	: FALP		
Date	: November 5, 2019		
Re	: NOTICE TO EXPLAIN		
Ms. Rodri	guez		

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:

(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

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Inspector did not compare nameplate vs. polycard.

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In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

B. Hulya Supervisor/Dept. Head

Received by:	1 m. March			
AIRA WA	Wardyun Roll	DRIGUET.		
Signature Ove			ne	
Date/Time: _	Nov. Of	2019		



EXPLANATION SHEET/COUNTERMEASURE SHEET

nvolve Employee: Aira Mae U. Rodriguez	Company Assigned: FAS
Position: Acroclate	✓ Date Hired: August 06 2018
Pate: Nov. 06 2019	
Date of Incident/Accident:	
Details of Explanation: (Use additional page if necessary)	
I, Aira Mae M. Rodriguez. Appearance I alert for didn't following of standars Which is (nameplate vs. polycard)	inspector of Honda 3114 caught of d procedure in inspecting the product
Details of Countermeasure: (Use additional page if new My countermeasure is, I will follow the harness. If I don't know one of the a question my line leader or staff.	procedure or rules as inspecting a
Attacher-	Recommendation:

I ALERT WRITTEN EXPLANATION

	•	Control No	FALP-111-196
AGENCY Please Specify: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		Y YOUY U Audited By:	G Magadia Noted By:
Name: Nodriquez Owo Position: Associate ID Number: MEEL 18 26D Batch No.: Ass Car Model/Line: Monda 1 3114 Audit Findings: Non-Compliance or Details: Mapachny the product	Process: Group/Shift: Date/ Time: No. of Offense: Superior Name:	Hippearance Nibs 121 121 121 121 121 121 121 1	•
2) Inspector dia hal compose y	.sv. stolegaeco	palyeerd:	***************************************
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The product which is a Liville	follow the rul	er of inspection	a 4
the product which is crunicipate My counter measure is a will happed. If I don't know one one or question my line reading it.		er of inspecting. I inspecting. I hat I can fol	g g will (ru)
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Named If I den't know one act or question my line reading. It.	follow the rul of the stip if our staff	inspecting. I hat I am fol	Aill (fg)
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1. For preparation, co-aktet \$5 in inspection area and check the condition of inspection board and masks rample base on 2:o MEE-055F1 Daily Check liceord for Dimension, Appearance, Asserdance Inspection Board and FG:-007 Master Sample Daily inspection Record.

indicated on every eameplate if it is the same as the

Note 1: Chack the tail code Indicate tag code indicated in the polycard.

Note 1: Chack the

3. Get the Ca

rd of the harness for Inspection.

Work 2: Inspector must get the Issued polycard one at a time and unly one relying for the running product must be present on inspection ands.

1.1 Check also the conclion of tools and materials using forms of Micholest Daily Impection Arcord of Maturing Tapes and QDA-023 Appearance, Assurance Daily Checksheit of Tools and Material .

1.1. After filling-out all C-19 inspection records, perform schecking of lacking harness felt by the previous shift. If there are lacking sect refer to FALP-GE-QCA-LS-143 Proper Treatment on Lacking Harness and if there is no lacking harrs st., 15g in to IRCS using own QR code.

Note 3: Inspector must update the product lase card gased on the

Note 4: In case of facking set, Anished first the co bafere starting facking harmiss to evold misling off actual product number running on inspection.

out namoplate, barnoding are not

ness at a lime.

Nate 1: Mrs: Payout one (1) ha Nate 2: For those products with

applicable.

the Insp

2. Lay out the wire harness into

nemeplate.

1.3 Get the harness from the hanger/polytainer and fill out the product information into the QCA-007 Final Assembly Process inspiration Record (if applicable).

NOTE 1: In case line hat no master sample or the unaster sample was in no good condition, inspector will use Delty Sample persoluted by QA/PD Jr. Staff/Staff. Delty Sample Card must be attached on the deldy sample hences. Refer to FALP-GL-FGH-12003 Control of Master Sample

NOTE. 2: Product number of daily sample to be used must always be the sime of the product number of the secual hamses for "spection."

4.1 Inspection flow/proceshin for product which are required to bincode the polycaril in polybox.





4.1.4 Mark the pass tape using rigister ballpell as indication that the larness pass the Assurance Appearance inspection.

audit dahn) in polycard before sattle, Note 2, for harvess that will condingo Ot nO; 221X-025-E there is no dirt or marking on it, (refer in Good and No good polycand holder. Ensure that Note 3: Check the plantic

respect the postuatorn program of programming the programming the control of the

4.1.1 Sign the polycard as inटेट्यांon of person who ignifign set/put the polytard in polycurd notider of the polytark े

s, Correctiva df inspection. Refer to PALP-OP-JIB Quality Assuran for New Product, FALP-UP-OES Manitoring and Med and Preventive Action for encountered problem(ab Hums Check Sheet of pruduct and performing pidnt to inspection Process based on PPG-Praduct and FALP-OP-013 Council of Honconform k-specifich.

frate: In case inspector found (5) or abnormality, STDP fine operation/into action, CAU, the attention of Statiffit, Stati and WAIT forburther fratt-action, Refer to FALP-WI-QCA-15007 Final issenide Process inchest flow

Characteristics: (4.) Assurance inspection (MAZDA)

EKG-001-03

EFF 04/119/18