



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

1107

INCIDENT REPORT FORM

ID Number: 19-04512	Complete Name: De Torres Marivic	Section: PD3-MAZDA FINAL	Date of Incident: July 30, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On July 16, 2020 it was reported that you allegedly do non-compliance act (unlocking of retainer lock using finger nails due to encountered half lock retainer) as reported by I-Alert auditor.

In view of the above, please explain in writing within ^{5 days} 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.1 Unauthorized Repair/Hidden Repair excluding usage of prohibited tool.

The allege 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 ⁵⁰ 48 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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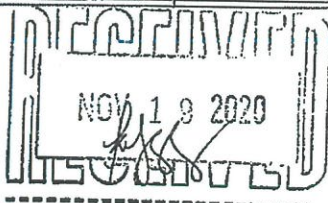
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Signature over Printed Name	Date Received:
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Marivic de Torres na nag kail lock ng retainer lock ng connector. Ipo paumanhin po ninyo kung nagpapa ku po ito. Una po diko po alam na hindi napair po kaka yun, dahil bahagya ku lang naman pang tinuruan ang tolo ng retainer lock ng connector ng nakita po ako ng alert. Nung time pang yun rakawot na po ang kaunti ng wire ng hindi po ito pumasok agad. Di ku po alam na bawal po ito kaka yun. Akala ku po ang bawal po ay yung totally na raka lock ang connector. Tapos po ng mga oras pang yun nagmamadali din po ako dahil raka andon po ang sub to noon. Nahirat ku na di po ang kaunti ng wire. Dahil po ngayon alam ku na pang bawal din po iyun hindi ko na po ito ulitin. Kahit po delay mag STOP (CAR) a WHIT na po ako.

DE TORRES MARIVIC Employee Name Signature over Printed Name	Date prepared: 10 - 27 - 2020	Explanation received by: J. Manafgma Signature over Printed Name	Date Received: 10 - 27 - 2020
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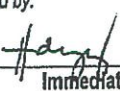
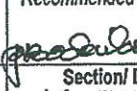

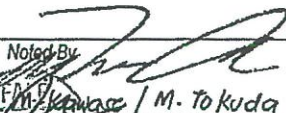


Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

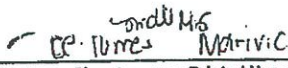
Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: Employee got confused if what she do is ok or not But she is advised that all not included in SOP of her assign process should be avoided & do not perform			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	2 Working Days Date from Dec 10 to Dec 11 Date Returned to work Dec 12		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  / E. CALAD Section/ Department Manager (Signature over Printed Name) 11/5/20	Approved by:  Human Resources (Signature over Printed Name)	Noted By:  / M. Tokuda President (Signature over Printed Name) DEC 5 2020 KAVIASE
Date:	Date:	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.

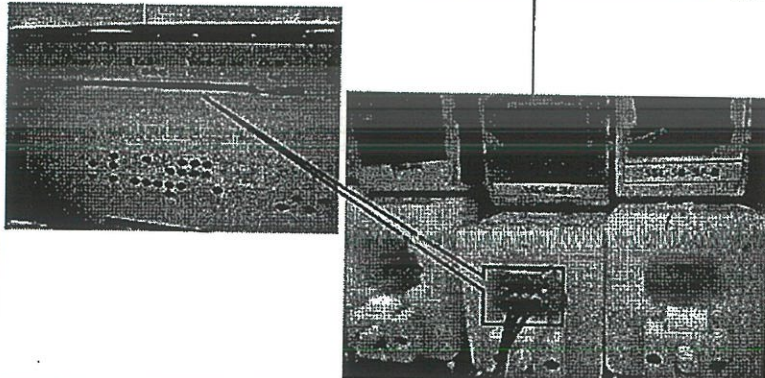
By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been
Informed of the consequences of my action.

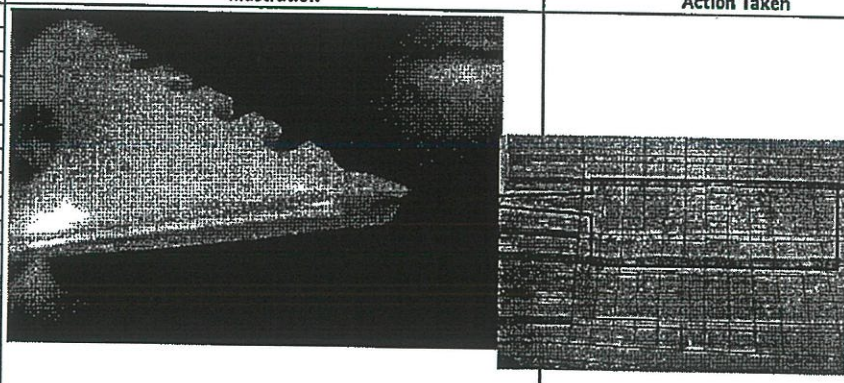

Employee Signature over Printed Name:
Date Received: Dec. 09, 2020

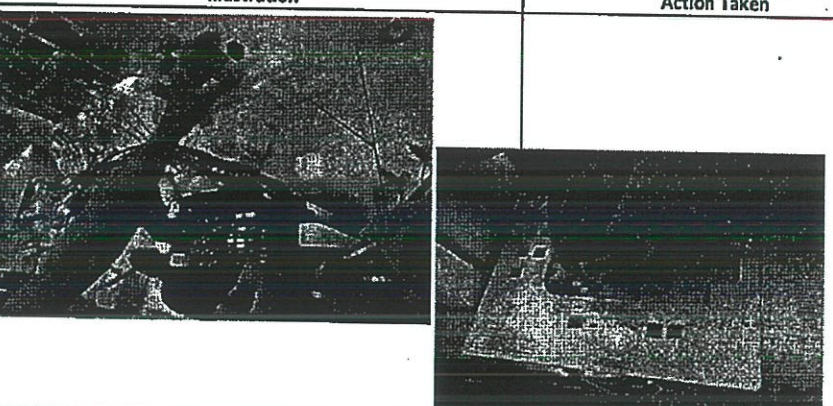
D. Tiemsem	K. Hernandez	J. Reyes
Prepared by:	Checked by:	Approved by:

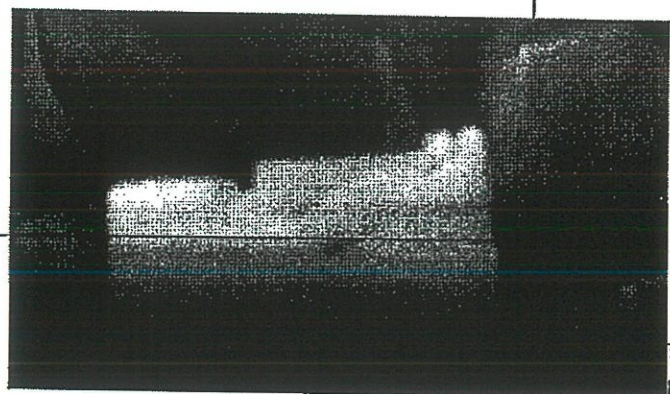
I-Alert Daily Line Audit Report

CUSTOMER: MAZDA

Date & Time	July 30,2020/7:50		Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1102		
Name	Jhon Vic Fajilan		
ID No.	BF-17576		
Batch No.	297		
Process	Sub assy		
FAS or Agency: specify	MDHII		
Person Informed	R.Reyes/ B.Maramba		
Audited by	M.Casama		
Reason/Risk:			
Audit Details			
Not Following SOP			
Associate conduct advance insert of 1 wire and skip 2 insertion on conn. SSE-SB-3F wire color:L/			

Date & Time	July 30, 2020/7:50	Illustration	
Shift & Group	ADS		Action Taken
Car Maker/ Model	Mazda J12		
Line No.	1101		
Name	Castillas Redhely		
ID No.	BF-13622		
Batch No.	252		
Process	Assembly		
FAS or Agency: specify	MDHII		
Person Informed	K. Maranon		
Audited by:	M.Casama		
Reason/Risk:			
Audit Details			
No good condition of COT jig but still good on checksheet (damage COT)			
Date & Time	July 30, 2020/9:45		

Date & Time	July 30, 2020/8:45	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1102		
Name	Marlon Sevilla		
ID No.	19Pk31385		
Batch No.	257		
Process	Relay Insertion		
FAS or Agency: specify	PKIMT		
Person Informed	R.Magabo		
Audited by:	M.Casama		
Reason/Risk:			
Audit Details			
Not Following SOP			
Associate did not use fuse plate during attachment of fuse on relay insertion process			
Date & Time	July 30, 2020/8:45		

Date & Time	July 30, 2020/8:30	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1102		
Name	De Torres Marivic		
ID No.	1904512		
Batch No.	113		
Process	Sub assy		
FAS or Agency: specify	FAS		
Person Informed	B.Maramba		
Audited by:	M.Casama		
Reason/Risk:			
Audit Details			
Not Following STOP CALL WAIT/Un Authorized Repair			
Hidden repair			
Associate use her finger to unlock her encountered half			
lock retainer conn. SWH-24F on sub assy process			
long fingernails			

QCA-097-00

Email: primrose.conc
LIMA PHILIPPINES, IN



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PO3 Area
Facilitator: H Dimayuga

Date: 10/31
Time: 3:30 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	De Torres, Prince M.	PO3	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] / 10-31
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga
H. Dimayuga

N/A

N/A

R. Odevilas
R. Odevilas

Date : 10/31

Location : Mazda Control Area

Agenda :

Hearing

Attendees :

De Torres, Marivic

Details : Meeting Started:

3:30 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation

Based on Investigation

Employee get confused if what she do is ok or not
But she is advised that all not indicated in sop of
her assign process should be avoided and do not perform.

For the offense committed employee De Torres, Marivic
will be given suspension of 2 days.

- Noted and fully acknowledged.

End of Minutes 4:30 pm