

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 17-03318	Complete Name: Atega, Arnel S.	Section: S101/B Suzuki Final	Date of Incident: January 7, 2019	Date Issued: January 18, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On January 7, 2019 it was reported that you allegedly did not follow standard operating procedure because ^{you did use} not using fuse plate during attachment of relay on Product: 36064-64P80 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 25, 2019 why no disciplinary action should be imposed on you for violating the Company Policy Section C. Offences Against Work/Business Standards No. 4 which state Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company.

The alleged offense is punishable by suspension ranging from one (1) to six (6) working days for 2nd offense.

(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 type="checkbox"/> 1 st Offense	<input checked="" type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: <i>P. Sanchez</i> Immediate Superior Signature over Printed Name	Noted by: <i>K. Arnel S. Atega</i> Manager Signature over Printed Name	Received by Employee: <i>Arnel S. Atega</i> Signature over Printed Name	Date Received: 01-24-2019
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako si Arnel S. Atega na-audit sa kadahilang hindi ako nagamit ng fuse plate sa paglalagay ng relay. Kasi hindi ko nanon alam na karama pala sa audit ryon. Mula kasi nang associate ako ang ginagamit ko lang ng fuse plate ay yang maliliit na fuse kasi magkakaiba ng kulong at nakakalito ryon. Kaya kagabi pagpartition ko ulit sa OCTO ay nau-audit ako. Ngayon lang naman sila nang-audit ng ganun kaso nang last na partition ako sa OCTO ay nang November 17 hanggang Dec. 6 ay hindi panaman ako nagamit ng fuse plate sa relay hindi naman ako na-audit ng mga panahon. Iyon kabit na kahanap ko na minsan ang mga I-Alert napag-alaman ko ndang na counter measure pala ryon sa panalit sa kan operator kasi malamit magkaka hindi ako naiipon.

<i>Arnel S. Atega</i> Employee Name Signature over Printed Name	Date prepared: 01-24-2019	<i>K. Arnel S. Atega</i> Explanation received by: Signature over Printed Name	Date Received: 1/25/19
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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>the ssp He's already an expert. He should ask other Jr. staff or expert before assigning associate on the process. Should know how to teach the process.</p>			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	3 Workings Days Date from 3/12 to 3/14 Date Returned to work 3/15		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By
 P. Saneau Immediate Superior (Signature over Printed Name)	 E. Callan Section/ Department Manager (Signature over Printed Name)	 M. Kaur Human Resources (Signature over Printed Name)	 M. Kaur President (Signature over Printed Name)
Date: 1/24/19	Date: 2/12/19	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: 02/01/2019

I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1901-006

J. Natipol	<i>[Signature]</i>
Audited By:	Noted By:

Name: Amel S. Atega
 Position: Associate / Expert
 ID Number: 12-03218
 Batch No.: Batch 97
 Car Model/Line: Line 3101

Process: Continuity (ECT 3)
 Group/Shift: Shift B / NC
 Date/ Time: 01-07-19 / 10:20
 No of Offence: 1st OFFENCE
 Superior Name: I. Balabaco / L. Lunaag

Audit Findings:

Details:

Not using fuse plate during attachment of Reby
 Product: 30004-54220

WRITTEN EXPLANATION

Ako si Amel S. Atega na-na-audit sa kadahilanan hindi ako naganit ng fuse plate sa pagkay ng relay. Kasi hindi ko alam pa sa kasama pa sa audit yon. Mula kasi nang asso date pa ako ang ginagamitan ko lang ng fuse plate ay pang malilit ng pako kasi magkakalaba ng koley at makakabit yon. Kaya kagabi pag-portion ko ulit sa ECT 3 ay na-audit ako. Dapayan lang naman tita nag-audit ng amon kasi nang last na portion ako sa ECT 3 ay nang November 19 hanggang December 6 na hindi pa naman ako naganit ng fuse plate sa reby hindi idaman ako na o-audit na mga portion yon kabit na kaharap ko na minsan ang I-Alert. Dapag alam ko halagang na Counter Measure pala yon sa portion saen na operator kasi malawit magka N/A - hindi ako natapoon.

Remarks/ Evaluation:

You should know the sop before you replace or support the process.
 That is your initial process and before.

1/8/19

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<i>[Signature]</i> Signature of Employee Date: <u>01/08/19</u>	<i>[Signature]</i> Jr Staff, Date: <u>1-8-19</u>	<i>[Signature]</i> Staff Date: <u>1-8-19</u>	<i>[Signature]</i> Supervisor Date: <u>1-8-18</u>	<i>[Signature]</i> Manager Date: <u>1/10/19</u>
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