



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK22299
Castillo, Sarah Jane Cortez - *gfaht*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 19-Dec-18

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1 DAY SUSPENSION 1st Jan 7 2019 Jan-8 - receipt - <i>gfaht</i>
Line	MA20A 1122 - B
Jr. Staff	B. JAMITO
Staff	J. MAGPANG - <i>gfaht</i>
ACKNOWLEDGE BY:	
MANAGER	<i>gfaht</i> 12/19
Signature Over/Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9-Nov-18 to name: Castillo, Sarah Jane Cortez

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description:

Not following SOP-Unauthorized turning off of NG sub PC also did not conduct re-pulling of wires.

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

gfaht
PKIMT Management

Conforme: *gfaht*
18_PK22299

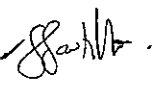
FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK22299
Castillo, Sarah Jane Cortez 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at 9-Nov-18 to name: Castillo, Sarah Jane Cortez

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description:

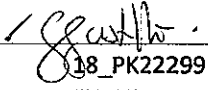
Not following Sop-Unauthorized turning off of NG sub PC also did not conduct re-pulling of wires.

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This is for your guidance and strict compliance.

NOTED BY:

 12/15
PKIMT Management

Conforme: 
18_PK22299

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

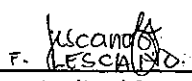
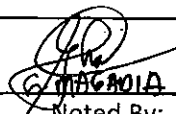
Control No: No2-12-18



FAS



PKIMT

 F. LESCANO	 E. GARCIA
Audited By:	Noted By:

Name: SARAH JANE CASTILLO
Position: Associate
ID Number: 12-PR-22299
Batch No.: 205
Car Model/Line: MAZDA MERGE / L1122

Process: SUB-ASSY
Group/Shift: NC-A
Date/ Time: 11-09-2018 / 10:08 PM
No of Offence: 1st offence
Superior Name: NG

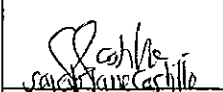
Audit Findings: UNAUTHORIZED TURNING OFF OF SUB PC MACHINE. ALSO DID NOT CONDUCT
Details: RE-PULLING OF WIRES.

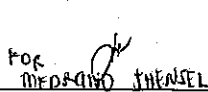
WRITTEN EXPLANATION

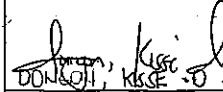
Nabuli po ako ng Jr. Staff ng QA na pumatay ng NG sub PC Machine sa kadahlanang nasangy na po akong inatapat ko po ang arrow down sa button para pati madaling mapatay ng Jr Staff or expert ngunit aksidente ko pong ginagat na hindi ang mouse kaya pumatay ang andon. Subalit hindi ko na po nangit kase last wire na po iyon R-Pull lang naman po, tapos delay na po ako nang time na yun mag-ua lang po ako, sa sub-assy. Hinahingi ko po ang inyong malawak na pang-unawa.


Counter Measure:
Sa sukdang po hindi kona lang po gagatutin ang mouse ng aking sub PC kapag ito ay nag NG para maiwasan ko po ang aksidenteng pagpindot ng mouse at kapag ito pa ay mapatay na ng Jr Staff or expert muli ko po ulit arimulang isub ang harness na nakasalang sa aking sub PC na makaencounter ng NG para makasigurado po ako na good ang harness na aking nairub.


Remarks/ Evaluation:


Signature of Employee
Date: 11-10-18

FOR: 
Jr Staff
Date: 11-10-18


Staff
Date: 11-10-18


Supervisor
Date: 11-12-18


Manager
Date: 11/13

g. J. Lescano 12/13 1ST



MEMORANDUM

TO : ALL CONCERNED GROUP
FROM : QUALITY ASSURANCE DEPARTMENT
SUBJECT : PENALTY FOR MAJOR NON-COMPLIANCE
DATE : SEPTEMBER 19, 2017
REF. NO. : QCA-1709-01

In relation to quality improvement activity of our company, this is to inform all concerned members that starting September 22, 2017, the following major non-compliance and its applicable penalties will be strictly followed:

A. Automatic suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:

1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool
(Pag-repair ng harness na di naaayon sa FALP rules)
2. Bringing of the following prohibited materials / tools within production area:
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool
(to be validated by the QA and Production Manager)
3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
4. Un-authorized operator doing the process (Pagsasagawa ng process ng hindi authorized/ walang certification from Recruitment and Training Group excluding expired Authorization upto 1 month)

NOTE:

- 4.1 For members under-OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresh training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member committed another non-compliance (the same or different violation) but also subject for disciplinary action, the gravity of penalty shall be higher than the first issued based on company handbook.

B. Automatic suspension (15 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following major non-compliance:

1. Using of prohibited tools during unauthorized repair on connectors/ terminals
 2. Intentional Act of Making defect and/or other quality related problems (Intensyunal na paggawa ng defect)
- NOTE:** This item (#2) shall be applied if after the thorough investigation, it was proven that the member intentionally conduct non-compliance in order to make defect and/or claim defect.

In addition, these two items shall be **STRICTLY IMPLEMENTED** within the Production Area:

- a. Jr. Staff acting as the leader of the line should not be assigned on any process
NOTE: They will only be allowed to support the production team if Staff will be in her position and do the overall monitoring
- b. NO working during Break time

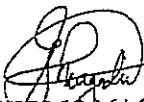
Any non-compliance on these two additional items (a and b) will be subject for disciplinary action based on FALP Handbook under specific violations and their penalties, letter C. Offenses Against Work/Business Standards, number 4.

Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

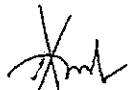
This memorandum shall also supersede the memorandum issued last February 2, 2017 (QA-1702-01) and shall take effect on the date stated above.

Thank you very much for your utmost support and cooperation.

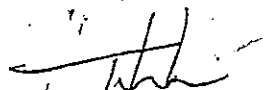
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HR&GA Section Manager


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Production Division Manager


MITUSHIGE KAWASE
Administration Division Manager


MASAHITO TOKUDA
FALP President