

5101-B

## INCIDENT REPORT FORM

D Number: <b>18-04424</b>   <b>4-04142</b>	Complete Name: <b>Politado, Catherine L.</b>	Section: <b>Suzuki Final</b>	Date of Incident: <b>February 19, 2019</b>	Date Issued: <b>February 28, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On February 19, 2019 it was reported that you allegedly conduct advance insertion on RFB-BYXO with Product No: 36064-64P20 and color of wire: LG/ civus because you did not refer on Sub PC as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until <sup>March 1</sup> February 5, 2019 why no disciplinary action should be imposed on you or violating the Memorandum for Major Non-Compliance Section A No. 3 which states Non-compliance on INSERT-PULL method.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> 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 checked="" type="checkbox"/> 1 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by: <i>P. S. [Signature]</i> Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> 3/2/19 K. CARMENA Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> - POLITADO, CATHERINE Signature over Printed Name	Date Received: - MARCH 02, 2019
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Part 2: (To be filled-in by concerned employee)

#### EXPLANATION

AKO PO SI CATHERINE L. POLITADO NA NABUKADON NG NON-COMPLIANCE  
ANUPAT NA ADVANCE INSERTION NA HINDI KO PO TALALA INTENSYON. BALING PO  
KAMINIL BIREAKTIME, AKALA KO PO NA ISUSAMA KO NA YAKOHAT AY 64-P20 NA  
KUNING NAMIN IYON PO PALA AY NAKAPAGHAWAN YAKOHAT NA ANG PC NA  
64-P20. SA YAKOHAT PO NA 64-P20 APPLICABLE ANG LG-247. NAWA KO PO NA  
NAKUNHA ANG LG-118 DABIL PO SA PAG-ARALA KO NA 64-P20 PA ANG  
ISUSAMA KO, YUN PO PALA AY HINDI NA. WALA PO TALAGA AKONG MALAK NA  
MAG-ADVANCE INSERT. HANAPIN PO AKO NG PASENSYA. MAMANAHAN PO SA NA NINYO.  
PASENSYA NA PO ULIT.

<i>[Signature]</i> POLITADO, CATHERINE L. Employee Name Signature over Printed Name	Date prepared: - MARCH 01, 2019	<i>[Signature]</i> K. CARMENA Explanation received by: Signature over Printed Name	Date Received: 2/4/19
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# I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHI  
☐ PKIMT ☐ ADD EVEN

Control No: FALP-18-1402-107

Name: Catherine Poltado  
 Position: Associate  
 ID Number: 18-04142  
 Batch No.: Batch 69  
 Car Model/Line: 717 main / Line 5101

Process: Sub-assy  
 Group/Shift: Shift B / PC  
 Date/Time: 02-19-19 / 10:25  
 No of Offense: 1st Offense  
 Superior Name: C. Latade

<u>J. Magpala</u>	<u>[Signature]</u>
Audited By:	Noted By:

Audit Findings: NON-COMPLIANCE ON INSERT-PULL METHOD

Details: > Conduct advance insertion on RFB-BX10, due to not referring on sub-PC.  
Note: Sub assy associate encountered Dotsy due to nicking wire.  
Product: 36004-64P20  
Color of wire: LG / CIVIS

## WRITTEN EXPLANATION

Ako po si Catherine L. Poltado na nagkaron ng non-compliance audit na advance insertion. Tinaling po kaming breaktime nun, akala ko po na isinub ko ay 64-P20 na small product pa, pero iyon po pala ay 64-P20 na. En sa product po pala na 64-P20 applicable ang Lt-243. Nagkamali po ang ng kaba ng wire na Lt-119 na applicable po sa product na 64-P20 na akala kung isinub ko kaya po na insert ko, pero sa tamang cavity harman po, dahil sa akala kung iyon pa ang running sa PC ko iyon po pala ay hindi na. Wala po akong balak o intensyon na mag advance insert. Sana po mawawalan ninyo. Paresya na po.

## Remarks/ Evaluation:

- \* Advised to always refer to Sub PC Machine to check the running product since they are two (2) doing sub assy on their process.
- \* Considering the height of associate, we will request to concerned department to modify the downspout hanger to lower the sub PC monitor.

- C. Latade

Please Issue I, R

2/17

<u>[Signature]</u> Signature of Employee Date: <u>02-19-19</u>	<u>[Signature]</u> Jr Staff Date: <u>02-22-19</u>	<u>[Signature]</u> Staff Date: <u>2/22/19</u>	<u>[Signature]</u> Supervisor Date: <u>2/22/19</u>	<u>[Signature]</u> Manager Date: <u>2/22/19</u>
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