


FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 15-02911	Complete Name: Mary Rose C. Anilao	Section: PD-PD4 SUZUKI	Date of Incident: April 9, 2019	Date Issued: May 29, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On April 9, 2019, it was reported that you allegedly conducted Un-authorized Repair/ Hidden Repair, pulling of branch due to tension wire on Appearance inspection process without process certification as reported by I- Alert member named M. Dotado.

In view of the above, please explain in writing within 1 to 5 days why no disciplinary action should be imposed on you for violating the memorandum #HRGA-2018-04-14 Penalty for Major Non Compliance.

The allege offense maybe punishable by 1 to 5 days suspension for 1st offense.

(Please explain in writing within _____ 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 st Offense	<input 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: J. DOTADO Immediate Superior Signature over Printed Name	Noted by: Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: Mary Rose C. Anilao Signature over Printed Name	Date Received: 5-31-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Alko po si Mary Rose C. Anilao ay nahuli
po ng I-alert na naghila ng wire sa AFU-3F400-B
kala po kasi nang una ay may white trace sa wire
ngan po paghawak ko wire tension pala kasi hindi po kasi
habata nang una kasi nakatambingi po yung connector. Kaya na pahila
na po ako sa wire. Sacusundol ipapacertifican ko muna baka po
ay okay pn... Hindi ko na rin po ito gagawin. Ipagpumanahin
po ningo ang ating negosyo.

 Employee Name Signature over Printed Name	Date prepared: 5-31-19	 K. CABRERA Explanation received by: Signature over Printed Name	Date Received: 06-01-19
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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
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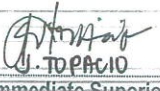



Result of Investigation:

She explained that she pulled the wire to arrange the branch but ~~at~~ during the confirmation he said that due to white face that is why she pull the wire & caught by intent. Still did not follow the Memo for non-compliance to confirm if the defect is really a NG or not.

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>1</u> Workings Days	Date from <u>7/30</u> 8/27 to <u>7/31</u> 8/27	Date Returned to work <u>7/31</u> 8/28
Dismissal	Effective Date: _____	Offenses Against: _____	

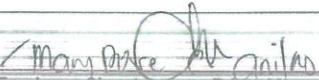
Remarks:

Issued by:  J. TOPACIO (Signature over Printed Name)	Recommended by:  K. CARMONA Section/ Department Manager (Signature over Printed Name)	Approved by:  M. AGUIRRE Human Resources (Signature over Printed Name)	Noted By  M. TOKUDA President (Signature over Printed Name)
Date: _____	Date: <u>07-03-19</u>	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.

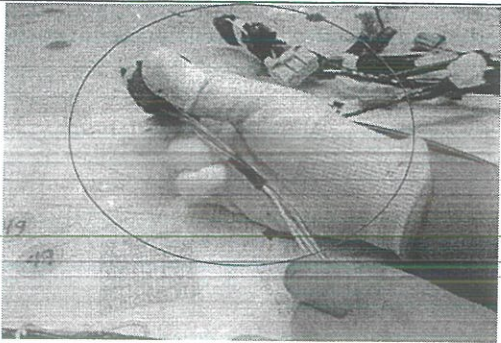
By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.


Employee Signature over Printed Name:

Date Received: 7-23-19

Line No.	SUZUKI YD1/5123
Time	04-09-19/03:40
Process	Appearance Inspection
Shift / Group	NS/B
Name / ID No.	Mary Rose Anilao/15-02911
Batch No.	59
Person Informed	B.DeCastro
Audited by:	M.Dotado
	Details

Picture



Action Taken

Hidden repair/Unauthorized repair
Pulling of branch due to tension wire on
Appearance Inspection Process.