

#### **NOTICE TO EXPLAIN**

**EMPLOYEE NAME: FALCON, ALVIN** 

**EMPLOYEE NUMBER: BF-13670** 

**DEPARTMENT: SUZUKI 5116** 

PREPARED BY:

Noted by: +un.

Immediate Supervisor

**DATE: AUGUST 12, 2019** 

#### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

**Emily L. Osorio** 

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS**; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

**VIOLATION COMMITED**: Associate non compliance on **SOP** putting crumpled tape inside detection checker, encountered six times cases of no detection, last **March 22**, **2019**, which subject you in **1 to 5 Days Suspension**.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

Approved by:

Manager



#### **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: FALCON, ALVIN** 

**EMPLOYEE NUMBER: BF-13670** 

**DEPARTMENT: SUZUKI 5116** 

**DATE: AUGUST 12, 2019** 

#### **RECOMMENDATION:**

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

**VIOLATION COMMITED**: Associate non-compliance on **SOP** putting crumpled tape inside detection checker, encountered six times cases of no detection, last **March 22, 2019**.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a Two days duspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

Emily L. Osorio

**MDHII EMPLOYEE RELATION OFFICER** 

NOTED BY:

Ms Chady Dosono

**MDHII BRANCH MANAGER** 

**Employee's Signature Over Printed Name/Date** 

Received by: Enit L. DEORID 08-16-19

Signature Over Printed Name/Date

### I ALERT WRITTEN EXPLANATION

FAS	Control No: TALP-19-19-235
✓ AGENCY Please Specify: MOHII	P.SANCHE 2 G. Magadia Audited By: Noted By:
Name: ALMIN FALCON Pr	ocess: ECI
	oup/Shift: B /DS
	ate/ Time: 03-22-19 / 6:00PM
	o. of Offense: 13T OFFENSE
	perior Name: E.GONZALES
Audit Findings: NON COMPLIANCE  Details: DETECTION CHECKER 3	ON SOP PUTTING CRUMPLED TAPE INSIDE
PUTTING OF CRUMPLED TAPE TO BACK WIRE ON ECT CHECKER JIG.	O DETECTION 316 DUE TO BROKEN
NOTE : ENCONTERED JIX TIMES CASE	ES OF NO DETECTION.
WRITTEN EX	PLANATION
unte tape la care na maulit pa ato manano alam totama nalana Armina) po ato na pana Unusa po tujo na harai na pana	ons defect no to hinds no Ro
	This is March
	Andi t
Remarks/ E	why Only now?
please Is one	
	-12 0 0+/25/19 for
Signature of Employee Date: 3200 Date: 7700	Supervisor Date: \$2610  Date: \$2610

All

Black Zebra Ballpen

"MOT final Assembly inspection Record 20CA-600 Details of Defect ME-ISI Daily Inspection Record of Continuity Test Boards (Continuity Testars), MRII.

TO SETVE proper procedure for ECT inspection process T2 Daily inspection Record of Continuity Testars (MRII-SEZS) Daily Inspection
In order to check if the electricity will function on the ord of Dammy Plug Detector, MRI-GSB suspection Record of SRI Type
harness.

# CONTINUITY INSPECTION PROCESS

ECT Inspection Board, IRCS System

Final Assembly Process

FALP-WI-QCA-15007 FALP-WI-PRD-MS-183 FALP-WI-QCA-17004

FALP-WI-PRD-CI-058

repared by:

WORK INSTRUCTION

Nov-06-2018

PAGENO: 1 OF 1

Department Manager

Section Manager

Supervisor

**Division Manager** 















































and dummy plug detection is

Note: 4. Set the har

continuity checking process

are functioning properly

2. If defect occur, STOP, CALL, WAIT. If defect 1. Do not wiggle/tap the checker Jig if not pass on

ound, follow FALP-WI-QCA-15007 Final

initial test

WI-QCA-17004 Unlocking ECT Pneumatic System

Assembly Process Defect Flow and follow FALP-



1.b Perform Master sample checking Before start

✓MEI-052F1 ✓MIE-051F1

VMEI-051F2 VMEI-058

on running product.

Record. Set IRCS System and check the product based

the QCA-007 Final Assembly Pro

of the shift . Refer to FALP-WI-PRD-MS-183 (Master Sample Checking (ECT Process)

 Mass Pro with IRCS: No need to use
 Mass Pro without IRCS: Still need to use Initial Mass Pro: I month use Process Inspection Record Proper Timing of using QCA-007 Fit



er timing of using QCA ess Inspection Record

Note: Applicable only to the line with passtape! Checkpoint: The color of the ECT pass tape is

5. If Pass get the pass tape, put it into the harnes

harness pass the continuity process.

green and mark the pass tape using register ballpen as indication that the

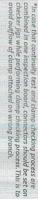


Note: Use the hanger provided and follow the

maximum set.



## ATTENTIONI



\*If Clamp will not fit/reach on clamp Jig when connectors are still set on checker Jig, inspector must perform STOP-CALL-WAIT. PD staff/Jr staff must call the attention of PE-AME for re-layout of

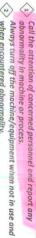
\*Removing of connectors from checker jig will only be allowed if clamp Jig is not yet re-layout by PE-AME in order to perform clamp checking process. Then inspector must check if clamp was attached on the correct portion/branch.



WARNING







when encountered abnormality.



6	2)
Protecteive Equipment (PPE)	Wear proper PPE. Refer to FALP-GL-ESH-18006 Personal

rule for ECT locking system under step 4; Additional rule for marking the pass tape using registered ballpen as indication that the harness has passed the continuity process under step 5 To indicate changes on actual process under step 1, 2, 4, 5, 6, 9; changed picture on step 5; add MEI-051F1, MEI-051F2, MEI-052F1, MEI-058 as forms to be used

Add warning for safety rule; Add note for proper timing of using QCA-007 Final Assembly Process Inspection Record under step 2; Add attention note; Changes on picture under step 1, 2, 3, 4, 5 and 7.

Additional rule of at least 1 month recording on QCA-007 Final Assembly Inspection Record under step 2; Additional reference document (FALP-WI-QCA-17004 Unlocking ECT Pneumatic System) for the additional

ENG-001-03

Apr-01-2013

First Issue per ISO 9001:2008 Quality Management System

Update the Forms, Reference and scope of Application; Modification of procedure number 5 & 6

add FALP-WI-PRD-MS-183 as reference

Jun-10-2015

Dec-05-2016 Mar-05-2018 Nov-06-2018

PD-PRD-L3a-1803-002 PD-PRD-L3a-1810-001

w 2

A3a-1612-001 A3a-1506-008



		i_Alert Audit Report	
Car Model / Line N	lo. SUZUKI YD1/ 5119	Picture	Action Taken
Date / Time:	03/23/19		
rocess:	MANUAL SUB ASSY	Internal Control of the Control of t	
hift / Group	DS-B		
lame / ID No.	Laqui Jovelyn / 17-PK15057		
atch No.	169		
erson Informed	L.BANAWA		
	Details		
without conne	te caught doing insertion ector jig on Manual Sub.		The second secon
	lo. SUZUKI YD1/5116	Picture	Action Taken
ate / Time:	MARCH 22,2019/06:00 PM	MARIO CHES DE LOS DESCRIPTOR DE CONTROL DE C	
rocess:	ECT PROCESS		
Shift / Group	DS-B		
lame / ID No			
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atch No.	169 & 253		
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erson Informed	169 & 253 Eden Gonzales Details		
eatch No. Person Informed NON COI	169 & 253 Eden Gonzales Details WPLIANCE ON SOP		
Person Informed  NON COI PUTTING CR	169 & 253 Eden Gonzales Details WPLIANCE ON SOP		
NON COI PUTTING CR DETECT	169 & 253 Eden Gonzales Details WPLIANCE ON SOP UMPLED TAPE INSIDE ION CHECKER JIG		
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NON COL PUTTING CR DETECT Associate cau	169 & 253 Eden Gonzales Details  WPLIANCE ON SOP  UMPLED TAPE INSIDE ION CHECKER JIG Ight putting of crumpled on jig due to broken back		
NON COL PUTTING CR DETECT Associate cau	169 & 253 Eden Gonzales Details WPLIANCE ON SOP UMPLED TAPE INSIDE ION CHECKER JIG ight putting of crumpled		
NON COL PUTTING CR DETECT Associate cau tape to detection	169 & 253 Eden Gonzales Details  WPLIANCE ON SOP  UMPLED TAPE INSIDE ION CHECKER JIG Ight putting of crumpled on jig due to broken back		