



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 : 19_PK30411
Dela Peña, Nixon Adame

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	15 1 day suspension Aug 21, 2019
Line	QC Dept Audit
ACKNOWLEDGE BY:	
MANAGER	S. MAGAÑA / 08-21-19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/25/2019 to name: Dela Peña, Nixon Adame

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:

Interchanged Polycard

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:

PKIMT Management

Conforme: _____

19_PK30411

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAS-1A-1907-844

☒ AGENCY

Please Specify: PRINT

<u>J. Anido</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Nixon Dela Peña
 Position: Associate
 ID Number: 19-PK30411
 Batch No.: 253
 Car Model/Line: TV7 Main Dock Audit

Process: Inspector
 Group/Shift: DS /A
 Date/ Time: July 25, 2019 / 10:30
 No. of Offense: first
 Superior Name: J. Anido

Audit Findings: FAS Dock Audit - Interchanged Polycard

Details:

- ① 36064 - 64P40 SPZUST 35, Polycard serial 24] interchanged
- ② 36062 - 64P40 SPZUST 60, Polycard serial 57]

WRITTEN EXPLANATION

Nagfocus po ako sa tambak na for pack ko,
 kaya hindi na po ako nakapagcheck ng nameplate vs polycard
 kahit na nagpapang-abot na tung mga polybox sa ilalim ng
 lamesa. Pasensya na po hindi na po mauulit. Susundin ko na
 po ang standard sa pagpa-pack.

Remarks/ Evaluation:

Issue Penalty.

Nixon Dela Peña
 Signature of Employee
 Date: 7-26-19

Parasail
 Jr Staff
 Date: 8-16-19

M. LARUNTO
 Staff
 Date: 8-16-19

J. Anido
 Supervisor
 Date: 8-17-19

G. Magadia
 Manager
 Date: 08/21/19



FURUKAWA AUTOMOTIVE SYSTEMS

Final Assembly Process Inspection Record

Page No:	1/6	Category of Process	Inspection Location Code	Line No	Shift	Group	Car Model	Inspection Date	Names of Inspectors	Verified by
5	FALP	—	DS	A	YV7	main	06/17/19	She, Mison HDA, Ten, Rose	He for 1/1/19	

* Categorization of Process: 1. Electric Continuity Test (ECT) 2. Appearance Check 3. Dimension Check 4. Assurance Check 5. Others (Please Specify): DRN Audit

ID Code	B4P	ID Code	B4K	ID Code	B4E	ID Code	M4A	ID Code	M4D
Lot No	59AD24	Lot No	59AT82	Lot No	59ZV07	Lot No	59AT73	Lot No	59ZV34
Part No	36064-64PPO	Part No	36064-64PKO	Part No	36064-64PEO	Part No	36062-64PAD	Part No	36062-64PDO
Lot Qty.	1-100	Lot Qty.	1-100	Lot Qty.	1-100	Lot Qty.	1-100	Lot Qty.	1-100

No	Judgment	No	Judgment	No	Judgment	No	Judgment	No	Judgment	No	Judgment	No	Judgment	No	Judgment
1		51		1		51		1		51		1		51	
2		52		2		52		2		52		2		52	
3		53		3		53		3		53		3		53	
4		54		4		54		4		54		4		54	
5		55		5		55		5		55		5		55	
6		56		6		56		6		56		6		56	
7		57		7		57		7		57		7		57	
8		58		8		58		8		58		8		58	
9		59		9		59		9		59		9		59	
10		60		10		60		10		60		10		60	
11		61		11		61		11		61		11		61	
12		62		12		62		12		62		12		62	
13		63		13		63		13		63		13		63	
14		64		14		64		14		64		14		64	
15		65		15		65		15		65		15		65	
16		66		16		66		16		66		16		66	
17		67		17		67		17		67		17		67	
18		68		18		68		18		68		18		68	
19		69		19		69		19		69		19		69	
20		70		20		70		20		70		20		70	
21		71		21		71		21		71		21		71	
22		72		22		72		22		72		22		72	
23		73		23		73		23		73		23		73	
24		74		24		74		24		74		24		74	
25		75		25		75		25		75		25		75	
26		76		26		76		26		76		26		76	
27		77		27		77		27		77		27		77	
28		78		28		78		28		78		28		78	
29		79		29		79		29		79		29		79	
30		80		30		80		30		80		30		80	
31		81		31		81		31		81		31		81	
32		82		32		82		32		82		32		82	
33		83		33		83		33		83		33		83	
34		84		34		84		34		84		34		84	
35		85		35		85		35		85		35		85	
36		86		36		86		36		86		36		86	
37		87		37		87		37		87		37		87	
38		88		38		88		38		88		38		88	
39		89		39		89		39		89		39		89	
40		90		40		90		40		90		40		90	
41		91		41		91		41		91		41		91	
42		92		42		92		42		92		42		92	
43		93		43		93		43		93		43		93	
44		94		44		94		44		94		44		94	
45		95		45		95		45		95		45		95	
46		96		46		96		46		96		46		96	
47		97		47		97		47		97		47		97	
48		98		48		98		48		98		48		98	
49		99		49		99		49		99		49		99	
50		100		50		100		50		100		50		100	

Qty. of OK	17	Qty. of OK	28	Qty. of OK	2	Qty. of OK	23	Qty. of OK	2
Qty. of NG	0	Qty. of NG	0	Qty. of NG	0	Qty. of NG	0	Qty. of NG	0
Qty. of Continuity OK Counter	NA	Qty. of Continuity OK Counter	NA	Qty. of Continuity OK Counter	NA	Qty. of Continuity OK Counter	NA	Qty. of Continuity OK Counter	NA

※ Judgement: ○: OK, ×: NG, ○: OK after Reinspection, No Symbol: Not Inspected Yet

① Re-inspection on the same process: OK

② Use as Master Sample

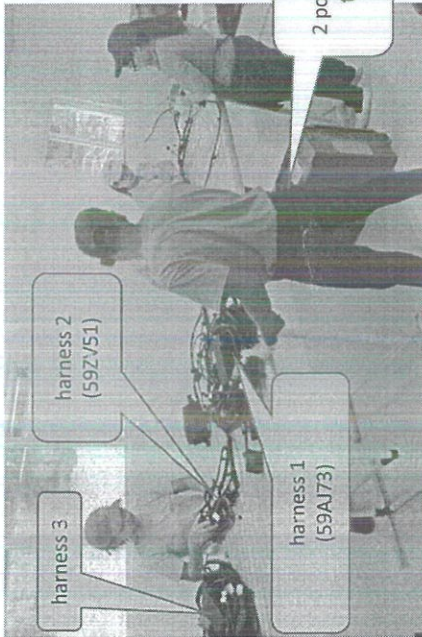
Remarks:

※ Qty of OK and Qty. of Continuity OK Counter shall be no difference.

※ Serial No shall be marked with □ in case of PASS Tape change or "PASS Tape re-winding" (Ex: [7])

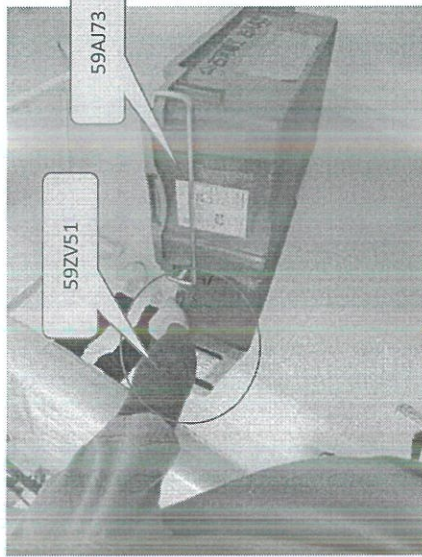
※ Serial No undergone 2 or more repair shall reflect by indicating the number of repair conducted to Remarks Column.

Machine No	
Inspection Board No	

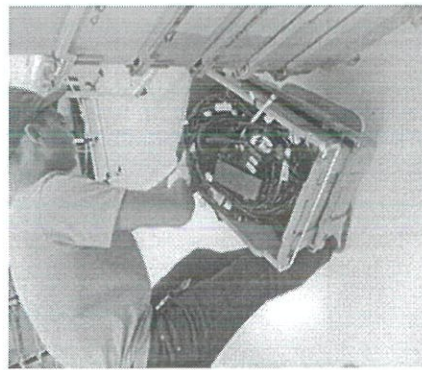


Three harness were located in the table where in 2 polybox were also together under the table.

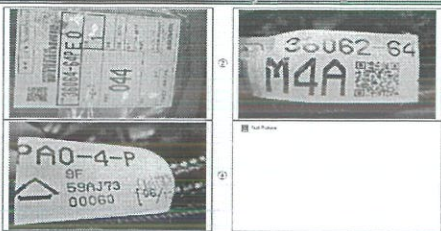
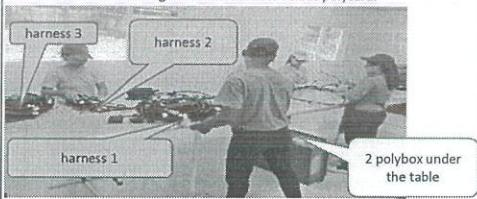




2 polybox under the table



Inspector mistakenly get the polybox of 59ZV51 instead of 59AJ73



After packing, no checking conducted and did not use manual barcode scanner . Also no checking conducted before transferring to pallet.

INTERCHANGED POLYCARD		
Product No. 36064-64PE0, 36062-64PA0 Lot No. 59ZV51 & 59AJ73 Serial No. 60 Polycard Serial: 24 Defect Encountered: 7/25/2019		
4M	ILLUSTRATION	ACTION TAKEN
MAN	<p>1. Not following SOP of one harness only at a time. 2. Inconsistent on checking the actual harness versus polycard.</p>  <p>Three harness were located in the table where in 2 polybox were also together under the table.</p>	<p>1. Re-educate inspectors for the risk of same defect occurrence if not following the SOP of one harness only at a time. 2. Implementation of one harness only at a time (no opening of another polybox until such running product is already packed) 3. One by one checking of lot number after packing and before transferring to FG pallet.</p> 
MACHINE	<p>Forgot to barcode by manual scanner due to unavailability. Only two scanner were available in Dock audit area 1 due to limited stocks.</p>	<p>Already requested additional scanner, waiting for the arrival</p>
METHOD	<p>No good control of harness on inspection table resulted to two polybox were together under the table.</p>  <p>Inspector mistakenly get the polybox of 59ZV51 instead of 59AJ73</p>	<p>1. Implementation of one harness only at a time (no opening of another polybox until such running product is already packed). One polybox only under the table Provision of Work Instruction for step by step procedure of FALP Dock audit inspection (registered last: July 08, 2019)</p> 
MATERIAL	<p>Dock audit inspection has no flow or step by step procedure of inspection.</p>	<p>Provision of Work Instruction for step by step procedure of FALP Dock audit inspection (registered last: July 08, 2019)</p> 
ANALYSIS		
<p>* First occurrence of Interchanged polycard was feedback last June 19, 2019, this second occurrence was produced last June 17, 2019. It is not yet covered by the first countermeasure, unable to issue AQN since we do not predict that there is another interchanged. Normally, we issue AQN if there is feedback and encountered problem here in FALP.</p> <p>* The problem is the same as the first one due no procedure for step by step method of FALP Dock Audit inspection that is why there are different method doing by each inspector per car model. Inspector did not follow one harness only on the table</p> <p>* Since FALP Dock audit inspection have risk of having interchange polycard, strict compliance to checking of polycard details versus nameplate must be monitored. Also we will reflect it to FMEA (target date: August 2019)</p>		
IMPLEMENTATION LOT		
Product No. 36064-64PU0-4-P Lot No. 59HT27 Polycard Serial: 00001 Assydate: 07/26/2019 Arrival date to Service Center: 08/24/ 2019		

MONITORING OF DEFECT OUTFLOW

13	Mary Rose Reyes	Suzuki	VV7 Main	Interchanged Polycard	6-19-2019	FAS Deck Audit	
14	Nixon Dela Peña	Suzuki	VV7 Main	Interchanged Polycard	6-19-2019	FAS Deck Audit	
15	Shirelyn Quimson	Suzuki	VV7 Main	Interchanged Polycard	6-19-2019	FAS Deck Audit	
21	Martiris Panaligan	Suzuki	VV7 Battery	Interchanged Polycard	7-24-2019	Re-checking	
22	Mary Rose Reyes	Suzuki	VV7 Main	Interchanged Polycard	7-25-2019	FAS Deck Audit	
23	Nixon Dela Peña	Suzuki	VV7 Main	Interchanged Polycard	7-25-2019	FAS Deck Audit	
24	Shirelyn Quimson	Suzuki	VV7 Main	Interchanged Polycard	7-25-2019	FAS Deck Audit	