



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

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INCIDENT REPORT FORM

ID Number: 14-02414	Complete Name: Ramirez, Jonalyn E.	Section: 5119/8 Suzuki Final	Date of Incident: December 17, 2018	Date Issued: January 8, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On December 17, 2018 It was reported that you were allegedly caught conducting advance insertion on connector SSE-SB-10M-B, color of wire P/ and BR/ and connector JSN-24F-GR with wire color L/ LG/ BR/ during process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 14, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No 3 which state Non-compliance on INSERT-PULL Method.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1st 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

☒ 1st Offense ☐ 2nd Offense ☐ 3rd Offense ☐ 4th Offense ☐ 5th Offense

Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Jonalyn E. Ramirez Signature over Printed Name	Date Received: 1/10/19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Jonalyn Ramirez ay nagkaroon ng advance insertion sa connector SSE-SB-10M-B dahil po delay na at nagmamadali sa alking pag sa sub assy. Mag aantay kung ano sabihin ng LL/o expert. Hindi na po ako mag advance at susunod na po ako sa SOP. Hindi na po ito mauulit.

 Jonalyn E. Ramirez Employee Name Signature over Printed Name	Date prepared: 1/10/19	 Explanation received by: Signature over Printed Name	Date Received: 1/14/19
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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
Result of Investigation: Aware on the rule & memo of Non-compliance, despite of this, she did continue to do her process & do advance insertion for her reason of delay. She must pull Action to call for supports.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	3 Workings Days Date from Feb 21 to Feb 23		Date Returned to work Feb 25, 2019
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by: <i>J. Topacio</i> J. TOPACIO Immediate Superior (Signature over Printed Name)	Recommended by: <i>K. Camarero</i> K. CAMARERO Section/ Department Manager (Signature over Printed Name)	Approved by: <i>V. Ang</i> V. ANG Human Resources (Signature over Printed Name)	Noted By: <i>M. J. J. J.</i> M. J. J. J. President (Signature over Printed Name)
Date:	Date: 1/23/19	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.

Donald E. Ramirez
 Donald E. Ramirez

Employee Signature over Printed Name:

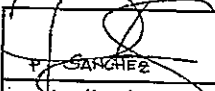
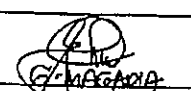
Date Received:

I ALERT WRITTEN EXPLANATION

Control No: 518 - 12-18

☒ FAS

☐ PKIMT

 J. SANCHEZ	 G. MAGADIA
Audited By:	Noted By:

Name: Jonalyn Ramirez
Position: Associate
ID Number: 14-02414
Batch No.: Batch 37
Car Model/Line: Line 5110

Process: Sub-assy process
Group/Shift: Shift B / NS
Date/Time: 12-17-18 / 1:20
No of Offence: 1st Offense
Superior Name: S. Javan

Audit Findings: Non-compliance on INSERT-PULL method.

Details: > Conduct advance insertion on connector SSF-SB-10M-B; color of wire P/ and BR; & connector USN-24F-BR; color of wire E/ LG/ BR/ during process.

WRITTEN EXPLANATION

Ako po si Jonalyn Ramirez ay nagkaroon ng advance insertion sa connector SSF-SB-10M-B sa sub-assy. Sa pag-aantay ko po ng wire ng kinakuhang ang expert hindi ko na po namalayan na nag-advance insertion na ako. Hindi na po ako nakasubod sa SOP.

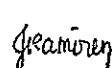
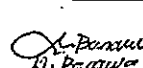
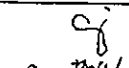
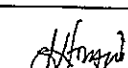
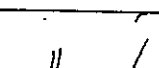
Mag-aantay muna ng wire bago mag-directo sa sub-assy. Sasubod na po ako sa SOP.

Please Issue I.R

Remarks/Evaluation

SINCE THIS IS NOT FIRST TIME, I'LL RECOMMEND TO GIVE A HIGH DISCIPLINARY ACTION maximum

1-5-10

 Signature of Employee Date: 12-17-18	 Jr Staff Date:	 Staff Date: 12/17/18	 Supervisor Date: 12-18-18	 Manager Date: 12/19
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