



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.
Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 13-0472	Complete Name: Anna Rose Gutierrez	Section: PD-PD4 SUZUKI	Date of Incident: June 25, 2020	Date Issued: July 4, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On June 25, 2020, it was reported that you allegedly caught in act cutting of band cut on appearance inspection process (remarks: side cutter is not allowed) as reported by I-Alert named E.Artuz.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Hand Book Specific Violations and Their Penalties Letter C. Offense Against Work/ Business Standard #5. Unauthorized repair/hidden repair excluding usage of prohibited extraction tool.

The allege offense maybe punishable by 1 to 5 days suspension 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

<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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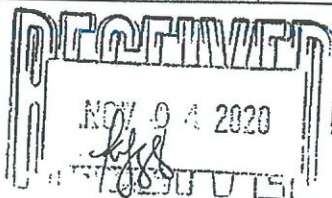
Issued by: <i>V. ROXAS</i> Immediate Superior Signature over Printed Name	Noted by: Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: <i>Anna Rose Gutierrez</i> Signature over Printed Name	Date Received: July 15, 2020
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Part 2: (To be filled in by concerned employee)

EXPLANATION

May na-encounter po kami na short band cut sa clamp CL-15170-W,D.
May nakita po akong side cutter sa ebag na hindi ko po alam kung
kanino. Nawap ko pong hilahin ang band cut gamit ang side cutter, dahil na
din po sa panghihinayang ko sa harness at sa kagustuhan ko na maka-output
ang line.

Anna Rose Gutierrez Employee Name Signature over Printed Name	Date prepared: July 15, 2020	Explanation received by: <i>Katherine O. Cabrera</i> Signature over Printed Name	Date Received: 7/25/20
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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:			
Admitted that the action were prohibited. got off ^{out}			
Cutta was found in other e-bay.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	V 2 Workings Days Date from <u>12/15</u> to <u>12/16</u> Date Returned to work <u>12/22/2017</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	for suspension due to unauthorized repair		
Issued by:	Recommended by:	Approved by:	Noted By:
<u>V. ROXAS</u> Immediate Superior (Signature over Printed Name)	<u>R. Cabrera / E. Cailao</u> Section/ Department Manager (Signature over Printed Name)	<u>[Signature]</u> Human Resources (Signature over Printed Name)	<u>[Signature]</u> President (Signature over Printed Name)
Date:	Date:	Date:	Date:


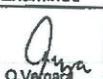


Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
In case/s of SUSPENSION and/or TERMINATION, the President's signature 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.

X
Employee Signature over Printed Name:
Date Received: X



Minutes of Meeting

Prepared	Examined	Verified	Noted
 R.S. Andaya	 O. Vergara	 K. Cabrera	 E. Caliao

Date : October 27, 2020

Location : PD4 Control Area

Anna Rose Gutierrez Hearing

Attendees :

Olive Vergara

Details:

Un-authorized Hidden Repair
Date of incident: June 25, 2020

Hearing Meeting Summary:

- ❖ May nadatnan ng cutter sa line after lockdown.
- ❖ Nakita a tupper box sa ilalim at nakita din sa e-bag. Hindi alam kung kanino ang e-bag.
- ❖ Nanghihinayang sa harness sa kagustuhan na maka-output ang line.
- ❖ Pero aware naman sya na mali ang magcut.
- ❖ Alam nya din ang magiging risk kung bakit ipinagbabawal (cut wire, foreign material).

Start Of Minutes: 3:20am
End of Minutes: 2:15am



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting


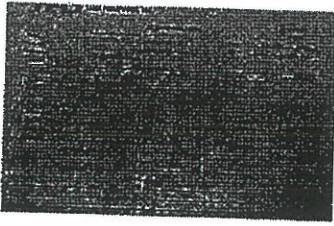
Title: Anna Rose Gutierrez
Venue: Suzuki Control
Facilitator: D. Vergara

Date: Oct 23, 2020
Time: 2:00 am

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Anna Rose Gutierrez	PD4	Un. Staff	
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

Facilitator's Signature/Date: 10/27/2020

Date & Time	June 25, 2020/12:40		
Shift & Group	DS/A		
Car Maker/ Model	Suzuki Y2R		
Line No.	5127		
Name	Gutierrez Ana Rose		
ID No.	13-0472		
Batch No.	9		
Process	Appearance		
FAS or Agency: specify	FAS(Jr.Staff)		
Person Informed	D.Agapay		
Audited by:	E.Artuz	<p>Already conduct awareness meeting to all Jr. staff about the audit and re-orient the SOP.</p>	
Reason/Risk:			
<p>Audit Details</p> <p>Un-Authorized Repair /Hidden Repair</p> <p>Caught in act cutting of bandcut on appearance inspection process.</p> <p>Remarks: Side cutter is not allowed.</p>			

QCA-097-00

EFF:10/17/19