



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 : 18\_PK25298  
Gadil, Riela De Borja

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 11, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:			
1st 10M SUSPENSION MARCH 11, 2019 DS/MORUM			
Line	SERUKU VOL 1717 -A		
Jr. Staff	- CONSULTA INDYTE A. Jansen		
Staff	- Matibag Jansen w. Santos		
ACKNOWLEDGE BY:			
MANAGER KATHERINE O. CABRERA			
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at 23-Feb-19 to name: Gadil, Riela De Borja

**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:**

**Not following SOP / General Rule**

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:

18\_PK25298

FURUKAWA - Production Operator

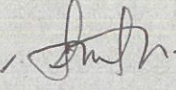
(Please attach your written explanation upon returning of this letter)





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 : 18\_PK25298  
Gadil, Riela De Borja   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 10-Mar-19

This refers to the alleged offense(s) you have committed at 23-Feb-19 to name: Gadil, Riela De Borja

Violation Offense No. V

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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:

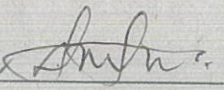
**Not following SOP / General Rule**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be 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.

SIGNED BY:

  
**PKIMT Management**

Informant: 

18\_PK25298

FURUKAWA - Production Operator

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



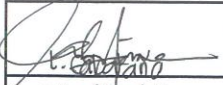

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1002-121

☒ AGENCY

Please Specify: PKINT

	
Audited By:	Noted By:

Name: GADIL, RIELA  
 Position: ASSOCIATE  
 ID Number: 18-PK25298  
 Batch No.: 223  
 Car Model/Line: SUZUKI 701 A17

Process: ASSY  
 Group/Shift: A-NS  
 Date/ Time: FEB. 23, 2019 / 11:07 PM  
 No. of Offense: 1ST  
 Superior Name: J. MATIBAG

Audit Findings: NOT FOLLOWING SOP / GENERAL RULES  
 Details:

> Associate caught in act do air working during her process, by not using clamp jig during attachment of CL-60610-W-D.  
 product: 36620-79RB.0C17-2-P

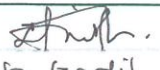

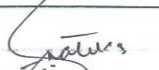

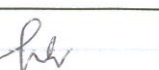
## WRITTEN EXPLANATION

Ako po si RIELA badi, assembly associate po ay nahuli ng 1-alert na nag-airworking ng clamp CL-60610-W-D, dahil po sa nahihirapan po ako kaysa clamp jig ko po tetapehan kase masikip po yung portion na 'yon. tinatanya ko na lang po yung view at sukat ng clamp, mas nadadalan po ako pang ganun wala po namang nagiging feed back ng dimension sa akin, kase pagkatapos ko pong iattach ang clamp ay ibinabalik ko po sa jig para makita ko po kung OK ang ginagawa ko

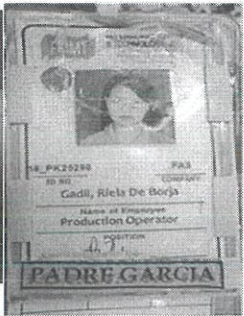
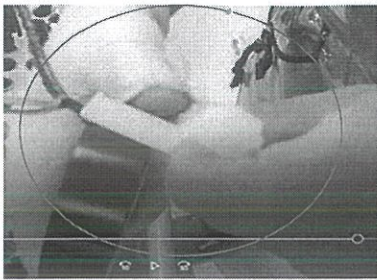
Please Issue I/R

## Remarks/ Evaluation:

\* ASSOCIATE, SHE DO AIRWORKING TO THE CL-60610 COZ SHE ENCOUNTERED DIFFICULTY ON FINDING BUT FOR THIS PORTION DIMESION ASSOCIATE SHE DID NOT ENCOUNTERED A DIMENSION defect, associate she continue on her process of air working for the CL-60610.

 Riela Gadil	 JUDYFE CONSULTA	 J. MATIBAG	 M. TAMBUN	 K. MANERA
Signature of Employee Date: <u>02/23/2019</u>	Jr Staff Date: <u>2-23-19</u>	Staff Date: <u>2/23/19</u>	Supervisor Date: <u>2/23/19</u>	Manager Date: <u>3/1/19</u>

Date/Time	Feb, 23, 2019 /11:07pm
Line/ Process	5117/ Assembly
Shift/ Group	A/NS
Person Informed	J.Matibag
Details	
Not using clamp jig during attachment of clamp CL-60610-W in assembly process.	





# ASSEMBLY PROCESS

DOCUMENT TYPE: WORK INSTRUCTION PAGE NO. 1 OF 1  
DOCUMENT NO.: REVISION NO.: 4 EFFECTIVITY DATE: Nov-06-2018  
FALP-WI-PRD-AP-101

CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL
All	Tapes, components, wires, CCT jig, and black zebra balpin, Assembly Board	N/A	FALP-WI-QCA-15007 FALP-GL-ENG-16008 FALP-OP-020	Prepared by: Checked by: Verified by: Approved by:

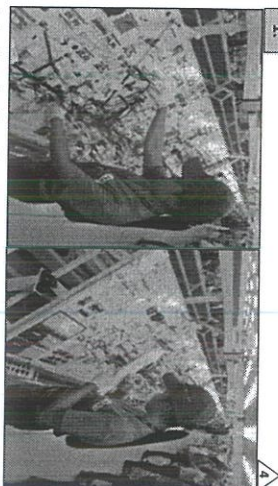
FORMS	PURPOSE	SCOPE
MEI-08SF1 Assy Board Daily Inspection Record	To serve as a guide for assembly process in making a wire harness	Final Assembly Process

Gene Rose Ferry  
Supervisor

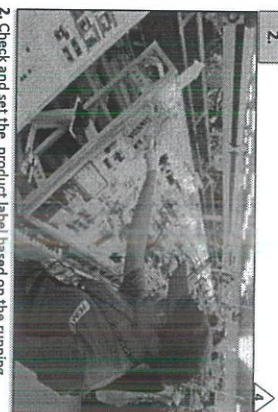
Lea Escalona  
Section Manager

Egnesno Collino  
Department Manager

Hironori Shibahata  
Division Manager



1. Conduct checking of assy board and fill up MEI-08SF1 Assy Board Daily Inspection Record.



2. Check and set the product label based on the running product.  
Note:  
1. Assigned Layout associate will put "Start of Change Product" together with the name plate of the product running.  
2. Assigned Layout associate will put "Attention!! Last 5 sets to change new product" to inform those involved in the operation that they will be changing product. These two tags will be attached to the harness until the last inspection.



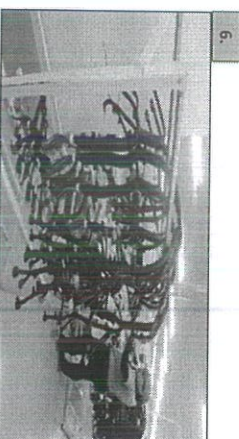
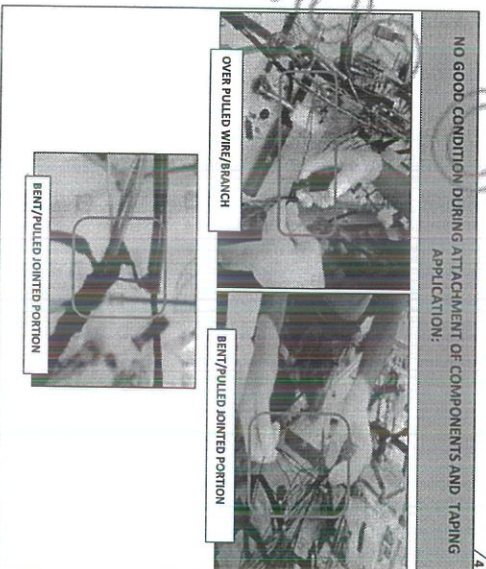
3. WIRE LAYOUT  
The layout associate must know and follow the instruction indicated on assembly drawing for the correct layout and position of wires and connectors.



4. Set parts on one set supply box or overhead parts box.  
Note:  
1. Associate must check the running product before setting the parts.



5. TAPING OF WIRES AND INSTALLATION OF PARTS  
The taping associate must follow instructions from operation instruction and indications on assy drawing during taping and installation of components.  
Note:  
1. The associate must know how to read the assy board correctly. Avoid making harness with expose wire.  
2. Workload of layout and assy associate must be based on FALP-GL-ENG-16008 Standard Operation Table Guidelines.  
3. Wires or branch should not over pulled or over bent during attachment of components and taping application.



6. Put the harness on the hanger for inspection.  
Note:  
1. Applicable to those lines with hanger. For those lines which maintains one piece flow, pass to next process.

**WARNING**

- Call the attention of concerned personnel and report any abnormality in machine or process.
- Always turn off the machine/equipment when not in use and when encountered abnormality.
- Wear proper PPE. (Refer to FALP-GL-ESH-10006 Personal Protective Equipment (PPE) for the applicable PPE.

Details of change

DR/CR No.	Revision No.	Effectivity Date
PD-PRD-13a-1810-006	4	Nov-06-2018
PD-PRD-13a-1807-002	3	Jul-31-2018
PD-PRD-13a-1803-008	2	Mar-19-2018
A3a-1511-034	1	Nov-18-2015
A3a-102	0	Aug-01-2013

Change picture under step 1, 2, 3 and 5; Add warning for safety purposes.

Add note number 3. Wires or branch should not over pulled or over bent during attachment of components and taping application. Add picture for NO GOOD Condition during Attachment of Components and Taping Application under step 5.

Additional materials to used; Specify the activity of checking assy board under step 1; Specify the use of one set supply box or overhead parts box under step 4; Add taping of wires and installation of parts; add note no. 2 for the assigned workload of layout and assy associate under step 5; Change pictures under step 1, 3, 4 and 5; Update job titles.

Change later Process to Final Assembly Process, update document no. of forms and reference used, and change picture of instruction no. 2

First Issue per ISO 9001:2008 Quality Management System

ENG-001-03