

**FUBUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

SIB /DS

ID Number: 18-04046	Complete Name: Elpos, Rose Anne Mostiero	Section: Suzuki Final	Date of Incident: December 5, 2018	Date Issued: December 21, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On December 5, 2018 it was reported that you were allegedly caught in the act conducting advance insertion with 2 wires already inserted on connector AEE-BA-65-FLB with Product No: 36065-64P5, color and size of wire: AVSSH 0.75F VII AVSSH 0.75 F BRJ as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 5, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 3 which states 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 1 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: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Rose Anne Elpos Signature over Printed Name	Date Received: 1/3/19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Rose Anne Elpos ng Suzuki YV7 engine
ay inibutang advance insertion sa knobhitan nang delay
po ako kulang po kasi kami sa tao kaya
nagmanasali po ako nataranta na po kasi po ita
po akong partner.

 Rose Anne Elpos Employee Name Signature over Printed Name	Date prepared: 1/10/19	 Explanation received by: Signature over Printed Name	Date Received: 1/10/2019
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Part 3: (To be filled-in Immediate Superior)


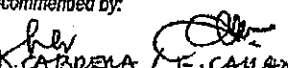
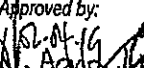
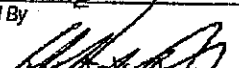
EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
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Result of Investigation:

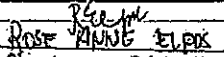
She is aware of the rule but she did not follow the SOP.
 She is also aware that there are latent activities the line.

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>3</u> Working Days Date from <u>Feb 18</u> to <u>Feb 20</u> Date Returned to work <u>Feb 21, 2019</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  E. SADIHM Immediate Superior (Signature over Printed Name)	Recommended by:  K. CABREZA / E. CAHARS Section/ Department Manager (Signature over Printed Name)	Approved by:  N. AGIO Human Resources (Signature over Printed Name)	Noted By  M. S. S. S. President (Signature over Printed Name)
Date:	Date: <u>3/31/19</u>	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.

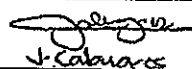


 Employee Signature over Printed Name:

Date Received: _____

1 ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: 830-12-18

 Audited By:	 Noted By:
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Name: Rose Anne Elpos Process: SUB ASSY
 Position: Y12-04046 Associate Group/Shift: A/NS
 ID Number: 13-04046 Date/Time: DEC-05 2018 / 1:40
 Batch No.: 1st 95 No of Offence: 1st
 Car Model/Line: SUZUKI / 5105 Superior Name: Ram Rica SV

Audit Findings: Non Compliance on Insert Pull Method

Details: Caught in act advance insertion 2 wires already inserted on conn.
REE BA-65 - FLB

Product: 30065-64P50

Connector: REE-BA-65-FLB

Color Size of Wire: AVSSH 0.75F VI / AVSSH 0.75F BR

WRITTEN EXPLANATION

ako po si Rose Anne Elpos na Suzuki Y12 Engine na nahuling
 nang advance ng dalawang wires sa REE connector sa kadahilan
 nang delay po kameng sub assy dahil kulang po kame sa
 sub assy. Wala po akong kapartner nun kaya ko po nagawa
 ang alam ko pang hindi dapat para lang makapag madali.

Counter measure

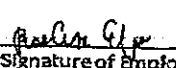
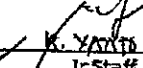



Susunod na po ako sa SOP
 I by I na po ako kukuhin ng wire para po maiswagan.

STOP - CALL - WAIT!

Remarks/Evaluation

Please Issue 1R

12/21

 Signature of Employee Date: <u>12/11/18</u>	 Jr Staff Date: _____	 Staff Date: <u>12/09/18</u>	 Supervisor Date: <u>12/17/18</u>	 Manager Date: <u>12/17/18</u>
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