



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 : 17_PK15876
NAME : Del Carmen, Maricris Clavo *mdelcarmen*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>KT</i>
<i>1 day suspension</i>	
<i>OCT 23, 2019</i>	
<i>Rh</i>	
<i>Armas 10/24/19</i>	
Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Del Carmen, Maricris Clavo

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 - Not following inspection Method

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.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
17_PK15876

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK15876

NAME : Del Carmen, Maricris Clavo *mdelcarmen*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Del Carmen, Maricris Clavo

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

MD
PKIMT Management

Conforme: *mdelcarmen*
17_PK15876

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-K09-1321

☒ AGENCY

Please Specify: PKINT

<i>Inducampor</i> M. DEOCAMPO	<i>GP</i> G. Magadia
Audited By:	Noted By:

Name: DEL CARMEN, MARICRIS
Position: ASSOCIATE
ID Number: 17- PK 15876
Batch No.: 171
Car Model/Line: SUZUKI / 500C

Process: APPEARANCE
Group/Shift: A / DS
Date/ Time: 9-18-19 / 9:30 AM
No. of Offense: 1st
Superior Name: C. MONTAÑA

Audit Findings: non compliance or failure to follow the standard operational procedure in inspecting the product.

Details:

Inspector did not conduct inspection based on sequence.

Inspector did not follow the proper way of checking connector.

WRITTEN EXPLANATION

Na audit po ako m hindi nasunod sa sequence kasi yun po
ang iform sa akin ni mam cath na PPS. Sa pag check naman ko
m connector ay magkacompare naman po ako may part lng m hindi ko na inspect.

COUNTER MEASURE:

KAKIPAG - coordinate m yun sa akin si mam cath m bawlin hang way
ng pag-inspect ko at sunod ang seq. based sa board.
Sa susunod po ay i-check ko sa m munes at compare sa
master sample.

Remarks/ Evaluation:

Kapag naudit po po nilit sya papaisuhan kono po
sya ng suspension dahil sa di pinsunod sa standard.

Issue Penalty

Inducampor
Signature of Employee
Date: 9-28-19

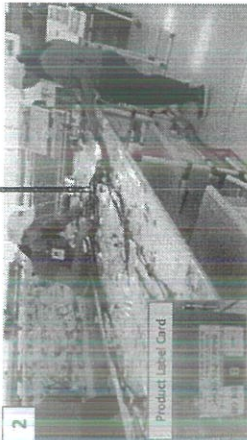
CHRISTINE J. MONTAÑA
Jr Staff
Date: 09-28-19

JOHNIE A. CONSULTA
Staff
Date: 09-28-19

n. fongria
Supervisor
Date: 16-02-19

Shirley G. Catia
Manager
Date: _____

FAS FUJIKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		Final Assembly Assurance/Appearance Inspection Process		DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-QCA-15005	WORK INSTRUCTION REVISION NO.: 5	PAGE NO.: 1 OF 4 EFFECTIVITY DATE: Feb-23-2019
CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	Prepared by:	Checked by:	Approved by:
ALL	Master Sample, Registered Ballpen, Daily Checksheet	Quality Assurance Inspection Board, IRCS, Past-tape Supplying Machine	FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-6003, FALP-WI-QCA-15007, ZZK-025-E	Supervisor	Assistant Manager	Section Manager
FORMS		PURPOSE	SCOPE			
QCA-023 Appearance, Assurance Daily Checksheet w/ Tools and Materials; QCA-007 Final Assembly Process Inspection Record; QCA-019 Final Assembly Process Internal Defect Monitoring; QCA-024 Appearance Assurance Lacking Set Monitoring Form; MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-1); MEI-069F1 Daily Inspection Record of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-001 Inspection Item Check Sheet		To serve as instruction for Quality Assurance Inspection	Final Assembly Process			



1. For preparation, conduct SS in inspection area and check the condition of inspection board and master sample base on the MEI-TS5F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of MEI-69F1 Daily Inspection Record of Measuring Tapes and QCA-003 Appearance/ Assurance Daily Checksheet of Tools and Materials.

1.2 After filling-out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer to FALP-GL-QCA-LS-143 Proper Treatment on Lacking Harness and if there is no lacking harness, log in no IRCS using own QR code.

1.3 Get the harness from the hanger/polytainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).

NOTE 1: In case line has no master sample or the master sample was in no good condition, inspector will use Daily Sample provided by JAW/PT Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GL-FGI-16003 Control of Master Sample

NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.

3. Get the corresponding polycard of the harness for inspection.

Note 1: Check the tag code indicated on every nameplate if it is the same as the tag code indicated in the polycard.

Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.

4.1 Inspection flow/procedure for product which are required to barcode the polycard in polybox.

4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polybox.

Note 1: Write also all the required marking [i.e. marking for customer claim - check audit claim] in polycard before setting polycard holder (if applicable).

Note 2: For harness that will undergo First Good Inspection refer to OI n0: ZZK-025-E








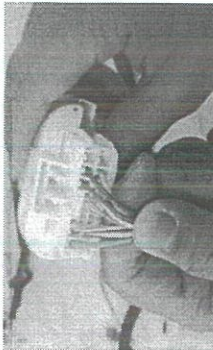
Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. (refer in Good and No good condition basic)

4.1.2 Proceed to inspection process based on PPG-001 Inspection Items Check Sheet of product and conforming point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.

4.1.3 Push the button for pass tape and attach to the harness.

4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance/Appearance inspection.

FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINE, INC.		PROPER WAY OF CHECKING-CONNECTOR				DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-QCA-15008	WORK INSTRUCTION REVISION NO.: 3	PAGE NO.: 1	OF 1	EFFECTIVITY DATE: May-08-2019
CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL	Prepared by:	Checked by:	Verified by:	Approved by:		
All	N/A	Alignment jig	FALP-CP-QCA-170-14 FALP-WI-QCA-150-15 FALP-GL-ESH-1800-6		L. Mindanao Staff	S. Morfe Supervisor	B. Ramirez Asst. Manager	A. Nachor / T. Maruoka Sec. Manager / Dept. Manager		
FORMS	PURPOSE	To set instruction on how to check the condition of connector properly								
N/A										
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>1</p> <ul style="list-style-type: none"> Check the mating part of connector No terminal backing out (must check a vertical and horizontal position) No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector No bend/deform/open slip terminal (must check in vertical and horizontal position) No whole plating of terminal (gold/tin) Presence of red mark (for male connectors that has alignment jig) Presence and condition of back-in rubber seal (applicable for water-proof connectors). <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p> </div> <div style="width: 50%;">  <p>2</p> <ul style="list-style-type: none"> Check front side of connector based on connector lock position (unless otherwise specified) No wrong part No damage part (all edges must check) No foreign matter attached No excess burr </div> <div style="width: 50%;">  <p>3</p> <ul style="list-style-type: none"> Check backside of connector No damage part (all edges must check) No foreign matter attached No excess burr No half locked retainer </div> <div style="width: 50%;">  <p>4</p> <ul style="list-style-type: none"> Check right side of connector No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector </div> <div style="width: 50%;">  <p>5</p> <ul style="list-style-type: none"> Check left side of connector No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector </div> <div style="width: 50%;">  <p>6</p> <ul style="list-style-type: none"> Check the insertion part of connector No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of a Common Connectors, for the acceptable damage condition) No damaged insulation/exposed core wire Condition of inserted wire (no pulling out or TBO) Presence and condition of grommet and tsumesen (applicable for water proof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> Bending portion must be 50mm away from neck of connector. Avoid too much bending of branch. </div> <div style="width: 50%;">  <p>7</p> <p>Details of damage</p> </div> <div style="width: 50%;">  <p>8</p> <p>NO GOOD condition on proper way of checking connector</p> </div> </div>										
QA-QCA-L3a-2905-015		Revision No.	3	Effectivity Date	May-08-2019					
QA-QCA-L3a-1707-001		Revision No.	2	Effectivity Date	Jul-24-2017					
A3a-1610-007		Revision No.	1	Effectivity Date	Oct-21-2016					
A3a-1507-022		Revision No.	0	Effectivity Date	Jul-25-2015					
<p>Additional warning information regarding safety purposes: (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness)</p> <p>Align sequence of checking to current process (sequence no. 2,3,4,85); changes on picture item no. 6, additional instruction and note on sequence no. 1,3,4,5,86; Remove check item for (color/size/type of wire) already checked item of sub assembly operator using Sub PC; Remove checking of deform insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and tsumesen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</p> <p>Update the sequence number of Process, additional comment for sequence No. 1 Item No. 8</p> <p>First Issue per ISO 9001:2008 Quality Management System</p>										