



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: 13-0562	Complete Name: Alyzah Marie D. Ingco	Section: Production 5/Subaru	Date of Incident: September 28 2019	Date Issued: October 14, 2019
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On September 28 2019 it was reported that you allegedly conducted Un-Authorized Repair change STU on assembly process due to no good attachment, the affected harness was already passed on appearance process.

In view of the above, please explain in writing within <sup>5 days</sup> 48 hours why no disciplinary action should be imposed on you for violating the Company Policy C. Offences Against Work/Business Standard Section 4 which states ~~Failure to follow business standards, operation procedures, work instruction or work practices which may or may result to damage of company property.~~ <sup>usage of prohibited Extraction tool.</sup> ~~unauthorized repair / hidden repair excluding~~ <sup>Suspension</sup>  
The alleged offense maybe punishable by written warning to dismissal.

(Please explain in writing within 5 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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by:  Daisy M. Perez Immediate Superior Signature over Printed Name	Noted by:  Jerald Gapadillo Manager Signature over Printed Name	Received by Employee:  Alyzah Marie D. Ingco Signature over Printed Name	Date Received: 10-29-2019
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Ako po si Alyzah Marie D. Ingco na na-audit ng J-Alert na nagpalit ng STU sa Assy Board galing sa Hanger ng QA. Nai-good na po kase ng Appearance, Hindi po agad niya nakita na NG pala. Kaya't akin po itong kinuha at pinalitan sa Assy Board. Nagana ko lang po ito para hindi po kami magka-outflow sa QA ng dahil lang sa No Good Attachment of STU.

Sa susunod po ay magpafollow na po ako sa Standard operating Procedure upang maiwasan ang mga ganitong pangyayari. Pasensya na po.

 Alyzah Marie D. Ingco Employee Name Signature over Printed Name	Date prepared: 10-29-2019	 Daisy M. Perez Explanation received by: Signature over Printed Name	Date Received: 12/06/19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning

☐ Written Warning

Major Offense

☒ Suspension

☐ Dismissal

Result of Investigation:

- Unauthorized action acknowledge by member
- Did not follow proper treatment of defective harness

RECOMMENDATION / CORRECTIVE ACTION

Suspension

2 Workings Days

Date from

12/18

to

12/19

Date Returned to work

12/19

Dismissal

Effective Date:

Offenses Against:

Remarks:

2 days suspension based on severity/impact to end user assuming it outflow to in our process/inspector

Issued by:

Daisy M. Perez

Recommended by:

Jerald Garadillo / E. CHILAO

Approved by:

Agno M. Kanaw

Noted By

M. Tokuda

Immediate Superior  
(Signature over Printed Name)

Section/ Department Manager  
(Signature over Printed Name)

Human Resources  
(Signature over Printed Name)

President  
(Signature over Printed Name)

Date:

12/06/19

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.

ALZAH MARIA D. INGO  
Employee Signature over Printed Name:

Date Received: 10-29-2019

for 7/14