

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUELAS, EDISON

EMPLOYEE NUMBER: BF-15046

DEPARTMENT: INITIAL GC7

DATE: JANUARY 24, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate did not put terminal oil in oiler, did not use oiler during cutting in crimping process, last **October 21, 2019.**

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a one day suspension - for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Aug 14</u>
DATE RETURNED TO WORK	<u>Aug 15</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENTS MANAGER	<u>[Signature]</u>
Re Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.	

EDISON GUELAS

Received by:

Emily L. Osorio

Employee's Signature Over Printed Name/Date

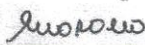
Signature Over Printed Name/Date

NOTICE TO EXPLAIN**EMPLOYEE NAME: GUELAS, EDISON****EMPLOYEE NUMBER: BF-15046****DEPARTMENT: INITIAL GC7****DATE: JANUARY 24, 2020****SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)**

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

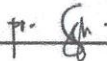
VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate did not put terminal oil in oiler, did not use oiler during cutting in crimping process, last **October 21, 2019**, which subject you in **1 to 5 Days Suspension**.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:

Emily L. Osorio

MDHII HR COORDINATOR

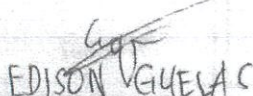
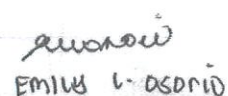
NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Kaya ko po di nalagyan ng oiler ang aking terminal kari nagkakarawalan po noon ng oiler wala po akong sikata sa ibang trd, tapos kakarequest ko lang nun sa aming jr. staff kaya di pa siya nakakahingi sa equipment. Kaya di ko na nalagyan yung terminal. Sa sarunod nagrequest na agad ako para di na ako muling maudit tapos sarunod na ako sa SOP para di na nagkadelect

NOTE: You may use an extra sheet as needed
EDISON GUELAS**Received by:**
EMILY L. OSORIO**Employee's Signature Over Printed Name/Date****Signature Over Printed Name/Date**

I ALERT WRITTEN EXPLANATION



FAS

Control No: PAUP-IA-PID-1895



AGENCY

Please Specify: inotli

Annotator: J. Annotator:	G. Magadia
Audited By:	Noted By:

Name: Edison Espino
 Position: Associate
 ID Number: BRISCU
 Batch No.: 012
 Car Model/Line: signature initial / TR00110

Process: AKO Crimping
 Group/Shift: OS IP
 Date/ Time: October 21, 2019 / 04:15
 No. of Offense: 1st offense
 Superior Name: Edison

Audit Findings: Not following SOP

Details:

Did not put terminal oil on Oiler / Did not use oiler during crimping process

WRITTEN EXPLANATION

Parasensya na po kung di ko nalagyan ng oiler yung terminal kasi talaga pong nagkakaawalan ng oiler kadalanan ko rin po kasi di ko ginawan ng paraan para nagko oiler yung terminal sa susunod talagyan ko na po ito para di na oler na audit at aka magrerequest na po ako sa aming jr. staff para di na mawalan ng oiler yung trd. ko.

Counter measure

As pi ko na po ulit hahayaan mawalan ng oiler ahg atking trd at kaging susunod sa sop.

Remarks/ Evaluation:

Penalty based on oler a - 10/22/19

Written - Issue Penalty based from PAUP Handbook.

Signature of Employee
 Date: 10/22/19

Signature of Staff
 Date: 10/22/19

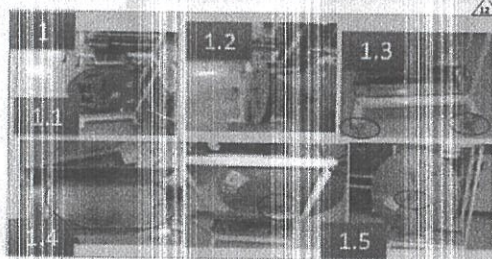
Signature of Staff
 Date: 10/22/19

Signature of Supervisor
 Date: 10/22/19

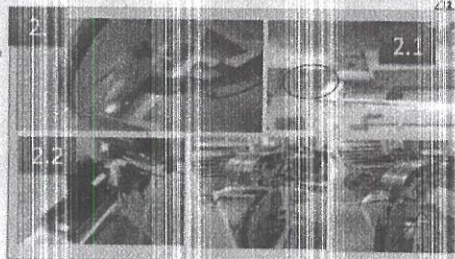
Signature of Manager
 Date: 11/2/19

CUTTING AND CRIMPING

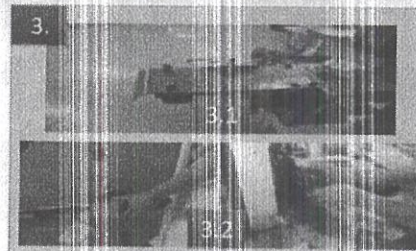
FIGURE 7: SETTING ZAIHAI CART ON TRD MACHINE



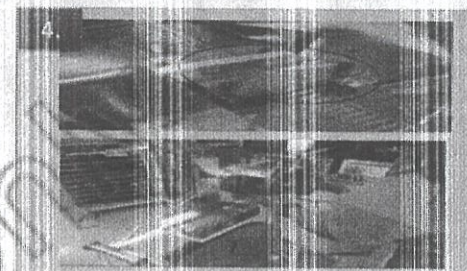
- 1.1 Get the zaihai cart to the zaihai area.
- 1.2 Set the Zaihai cart at TRD.
Note: Position the zaihai 45° from TRD basehead.
- 1.3 Check the condition of wheel on zaihai cart.
- 1.4 Check the cleanliness of zaihai. Make sure there is no foreign material on cart.
- 1.5 Check the condition of supply lock.



- 2.1 Fully insert the zaihai head align to the lock area.
- 2.2 Disassemble the components.
Note: Align the zaihai cart to terminal reel to prevent deformed terminal.



- 3.1 Open the terminal guide plate.
- 3.2 Set the apical color to the machine together with the terminal.
Note: Terminal holder can adjust depends on the terminal size and condition to align to the machine.

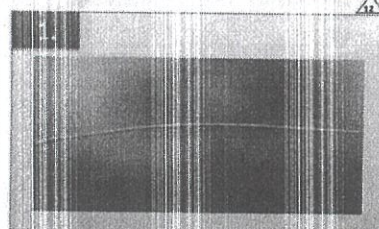


- 4.1 Close the guide plate.
- 4.2 Attach the terminal paper at collar area under the machine.

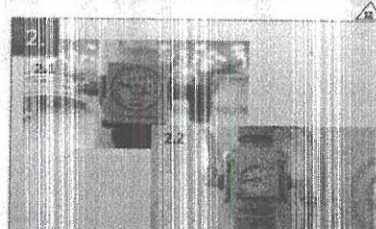


5. Align the terminal to the roller. Refer to OSM-10C3107 Annex 16 for standard directions of using roller.

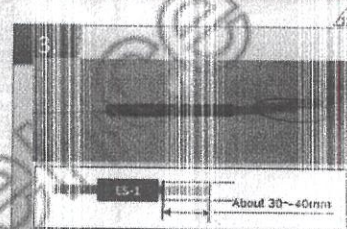
FIGURE 8: AIR LEAK TEST PROCEDURE (For Splice use only)



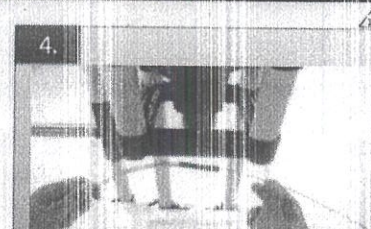
1. Prepare the sample wire.
Note: Sample wire length should be 250mm and one side have terminal and other side are just cut.



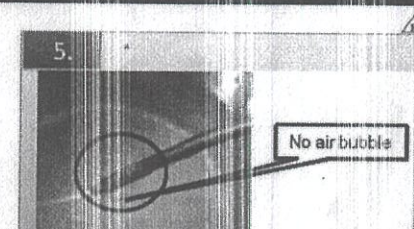
- 2.1 Check air pressure of each regulator. It should be 0.10AD.05MPa.
- 2.2 Check air pressure of pressure regulator. It should be 0.03MPa.



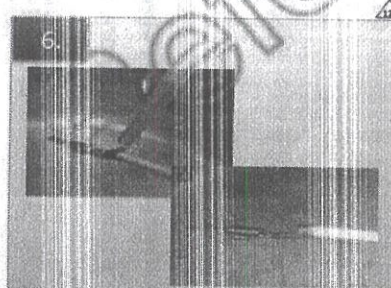
3. Insert ES-1 into the sample wire and connect it into the tube of air leakage testing.
Note: Wire must be inserted into tube about 30~40mm.



4. Heat the heat-shrinking tube (ES-1) by heat gun.
Note: The surface of the shrinking tube should not be wrinkled.
-Heat until the tube shrink completely (no gap between ES-1 and wire and tube of air leak).

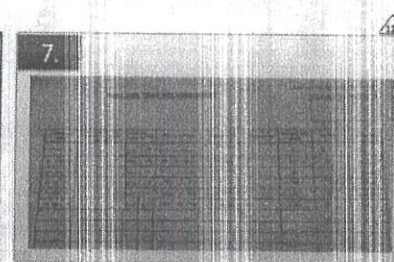


5. Soak the part of connecting tube/sample in water and confirm that there is no air bubble in raychem.
Note: In case of occurring air bubble, heat shrinking again by heat gun and confirm again.



- 6.1 Soak the sample terminal in water. If there is air bubble around terminal, use pump to blow air bubble.
- 6.2 Leave it in state of draining water and confirm that the air leakage does not occur in that time.

Judgement Standard		
Judge	Situation	
OK	No air bubble	
NG	Air bubble	



7. Record the result in ST-511-01 Form and 13 Air Leak Test Record Sheet.

MASTER COPY

This document was electronically approved, signature not required.