

FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 18-04404	Complete Name: Sanchez, Rachell M.	Section: Suzuki Final	Date of Incident: February 26, 2019	Date Issued: March 6, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On February 26, 2019 it was reported that you allegedly conduct advance insertion on connector AG-5F-G Sub 10 and Product no: 36602-53R70 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until March 13, 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 5 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: <i>V. Pascapio</i> Immediate Superior Signature over Printed Name	Noted by: <i>Rachell Sanchez</i> Manager Signature over Printed Name	Received by Employee: <i>Rachell Sanchez</i> Signature over Printed Name	Date Received:
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Nakafertion po ako layout STN 3 wala na pong pong layout STN 4 kaya tumulong po ako na mag-sub sa sub 10. Nag advance insertion po ako dun sa wire na ang kadalang po ay touch lang kase po sobrang delay na kami at kailangan po namin maibabal sa layout. Tumulong po ako sa sub ay yung approved wire po ay ako ang mag-insert yung kapartner ko po ang nagtouch. Akala ko po kasi ay tapos na syang mag-insert kaya isinamad ko na agad yung last 2 shikafari. Alam ko po na mali ang ating ginawa pero gusto ko lang po makatulong at makapoutput ang aming linea.

tingin na po ako sa sub-PC lang amo ang insert bago mag-insert ng sosunad.

<i>Rachell Sanchez</i> Sanchez, Rachell M. Employee Name Signature over Printed Name	Date prepared: 3-12-2019	<i>Rachell Sanchez</i> Explanation received by: Signature over Printed Name	Date Received: 3/14/19
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Part 3: (To be filled-in Immediate Superior)

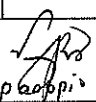
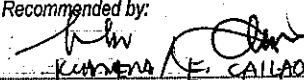
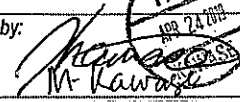

EVALUATION / INVESTIGATION

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


Aware on the purpose of sub-po but did not follow the sig.

RECOMMENDATION / CORRECTIVE ACTION

Suspension	Workings Days Date from <u>04/25</u> to <u>04/25</u> Date Returned to work <u>04/26</u>	
Dismissal	Effective Date: _____ Offenses Against: _____	
Remarks:		
Issued by:  v.p. adppi Immediate Superior (Signature over Printed Name)	Recommended by:  KUMENA E. CAILAO Section/ Department Manager (Signature over Printed Name)	Approved by:  M. Kawase Human Resources (Signature over Printed Name)
Date: <u>3/14/19</u>	Date: <u>3/16/19</u>	Date: _____
		Noted By:  M. Johnson President (Signature over Printed Name)
		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.


SANCTE, P. A. HEN. M.
Employee Signature over Printed Name:

Date Received: _____

ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: FALT-1A-1402-127

Name: Rachell Sanchez
 Position: Expert
 ID Number: 18-04404
 Batch No.: 156
 Car Model/Line: YSB 1LS13

Process: Sub Assy
 Group/Shift: A / Dayshift
 Date/ Time: 02-26-2019 / 3:15 PM
 No of Offense: 1
 Superior Name: Raquel Sarmiento

FOR: <u>PinS</u> <u>M. Dacardin</u>	<u>[Signature]</u> <u>E. Magallon</u>
Audited By:	Noted By:

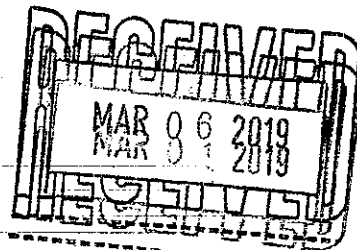
Audit Findings: Non Compliance on Insert Pull method
 Details: Advance Insertion on Conn. 1G-SF-G (2 Wires) / Sub 10 Product: 36602-53R70

WRITTEN EXPLANATION

Nakapapantay po ako layout step 3 utak mapag parts layout ang step 4 kaya tumulong po ako na mag-sub sa sub 10. Nag-advance insertion po ako dun sa wire na ang katugatang po ay tawag lang kase po sabrang dapat na kumailangan po namin na maitatag sa layout.
 Tumulong po ako sa sub Assy yung approved wire po ay ako ang nag-insert yung kapatid ko po ang nagtatag. Itake ko po kasi ay taps na sabrang po insert kaya isinulat ko na good yung test 2 silaknir. Alam ko po na mali ang ating girawa para gusto ko lang po makatuturing at maka-output ang aming linea.
 Titingin na po ako sa sub-PC kung ano ang insert bago mag-insert ng susunod.

Remarks/ Evaluation:

Please Issue I.R



<u>Rachell Sanchez</u> Signature of Employee Date: <u>03/01/19</u>	<u>[Signature]</u> J. Dacan Jr Staff Date: <u>03/01/19</u>	<u>[Signature]</u> R. Sarmiento Staff Date: <u>03/01/19</u>	<u>[Signature]</u> V. Gato Supervisor Date: <u>03/08/19</u>	<u>[Signature]</u> Manager Date: <u>03/11/19</u>
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