

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

	FOT 4			TTD /	W . W .
MHN	I(I)KA	NDIIM	NO.	HKA	DM

TO

19 PK34111

NAME

Manalo, Felecidad Tolintino

FROM

PKIMT Management

**SUBJECT** 

Written Warning

No. of Offense

1st Offense

DATE

January 25, 2020

ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT

No. Offense: 19

Third Internal Acknowledge By:

MANAGER

Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at

11/12/2019

to name:

Manalo, Felecidad Tolintino

Violation Offense No.

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 in Manual Crimping

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 impler the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

**PKIMT** Management

Conforme:

19\_PK34111

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

## I ALERT WRITTEN EXPLANATION

FAS	Control No: FAIP-IA-1911-304		
AGENCY Please Specify: PKIMT		A. A Monjarer Audited By:	G Magadia Noted By:
Name: Namo, Felicidad Position: Associate D Number: 19-PK84111 Batch No.: 869 Car Model/Line: Suzuki Initial Audit Findings: NOT FOLIOGIA	Process: Group/Shift: Date/ Time: No. of Offense: Superior Name:	Nanual CRIMPI N/18 11-12-19   4:10 a Jut offence K. Onda	ng
etails:  Did 'not conduct sar adin	9		
WRITT	TEN EXPLANATIO	N	
· Hindi po ako nakapag nabarcade ko na yung ginaga ginawa ko lang huli ang na sobsang pagmamadali dahit sa	iwa ko. Hindi t	akala ko ko naparsin na Dala lang po g wire na	yung
Ren	marks/ Evaluation:		
Issue femalty bases	d from ppup	Hand book	
Manath Julius Ju	Staff	Jimber Ku	LU K Manager

## MANUAL CRIMPING PROCEDURE

Manual Crimping Machine (2ton, 4ton and 5ton), Peak Loupe, Applicator, C/H Micrometer, Blade Micrometer, Ruler, Oiler (if Applicable)

Wire, Terminal, Kanban, Gomusen, Finger Cots or

Gloves

All Models

Initial Process

To properly perform the manual crimping method

at Process Downtime Monitoring d of Crimping Machine 2,4 & 5

MEI-031F1-Daily

5. OSM-10CB124 ANNex 10. FALP-WI-ENG-TS-177, OSAF-20KB134 Annex 1 05M-10CB201 A, 05M-10CB201 Aun 5, OSM-10CB124 Annex 2, OSM-10CB124 Annex 3, OSM-10CB124 Ann

Asst. Manager repared by:

PAGE NO.: 1 OF

**WORK INSTRUCTION** 

Aug-14-2019

FALP-WI-ENG-MC-009

Check the kanban and its actual wire

rform Daily Inspection of Machine using MEI-031F1 Jy Inspection Record of Crimping Machine 2, 4 & 5 Tons. gloves or finger cots to avoid terminal rust.

b. Check the proper alignment of terminal to applicator anvil

to OSM-10CB201 Annex 5 for the method of using oiler.

Note: a. Check the applicator safety cover both for front and side part. It must be clear, not damaged and



data can be read by the system correctly.

3. Open the CCIS II Manual Crimping Syste

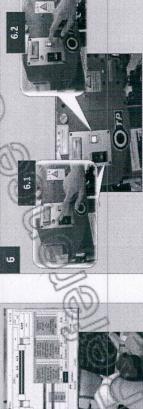
P 18 20

4.3

4.1 input the shift.
4.2 input the User LD and password of the operator.
4.2 input the User LD and password of the operator.
4.3 Click 'OK'.

4.3 Click 'OK'.

Fore: Be careful on selecting shift, Make sure to select the proper shift so that the



6. Press the start button to run the machine.

Note: Other machine have one button only.

5. In sequence, scan the applicator barcode, terminal barcode, gomusen barcode/ tube barcod



7.1 Get a sample wire.
7.2 Crimp the sample using foot switch.



This document was electronically approved, signature not required MASTER

6

Inspect the appearance of the sample. Refer to OSM-10CB124 Annex 10 for the use of loupe and OSM-10CB124 Annex 3 for terminal crimping status.

Note: Use peak loupe as needed. Must wear gloves or finger cots when inspecting terminal to

Special Characteristic:



sample. Refer to FALP-WI-ENG-TS-177 Tensile Strength Test. 10.1 Test the tensile strength of sample. Refer to FALP-WI-ENG-TS Special Characteristic: EFF:04/09/18