

## FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC. Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number:	Complete Name:		Section:	Date of Incident:	Date Issued;
10-04001	Hazei IVI. IVIENDO		<u>. L </u>		October 8, 2020
	Port 1: (To be filled-in by the Immediate Superior)  Port 1: (To be filled-in by the Immediate Superior)  INCIDENT REPORT  October 5, 2020, it was reported that you allegedly conducted Un-Authorized Repair/Hidden Repair, removing foreign material connector as reported by PD4 member named Mary Ann Abu.  View of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the impany handbook Specific Violations and Their Penalties letter C.Offense Against Work/ Business Standard #5 Unauthorized pair/hidden repair excluding usage of prohibited extraction tool.  (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				
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Connector as reported	was reported the by PD4 member r	at you allegedly conduct arned Mary Ann Abu.	ed Un-Authorized	Repair/Hidden Repair, ren	noving foreign material on
ANIIDAILA HOHODON	checine Atolation	s and their renaities (	hy no disciplinary etter C.Offense A	action should be impose gainst Work/ Business S	d on you for violating the standard #5 Unauthorized
The allege offense may	/be punishable by	1 to 5 days suspension.	<i>.</i>		
	m saisidelia ar ar dell'eli en 1979 :	anna Alabara Narahan an ang ang ang ang ang			
(Please explain ii	i Writing Within <u>5 n</u> o			so, means you have waived yo	our right to be heard.)
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offens	9 □ 3 <sup>rd</sup> Off	ense	4th Offense	5th Offense
Issued by: Claire Carables	No	led by: Katherine O. Cabrera		by Employee: 160 Hazel M. Mendoza	Date Received:
Immediate Supe Signature over Printe		/ Manager Signature over Printed Nam		Signature over Printed Name	- 10-12-20
		Part 2: (To be filled-in	n by concerned empl	oyee)	
			ANATION		
Ect. Mung mat. Lagi ko minsan nap	chineck lo haman P	po atter inung o chinecheck yur yung alignment v	alignment r onnector	ng 1R sa kadah Nagpass na po Whita ko po ma atter alignment Dend terminal na	y foreign.
- 18		Date prepared:		1 /	Dale Received:
Emplo	M. Mendoza yee Name er Printed Name	10-12-26		Explanation received by: Signature over Printed Name	-   o(×c/cc/o1
<u> </u>		mr	'MIPINI'		

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	FVALUATIO	ed-in Immediate Superior) N / INVESTIGATION	
Minor Offense			☐ Dismissal
Result of Investigation:			
	ntion of unstage put	ich coconillated foreign in	whole the married to
herself. Will give		n her distaha.	afrial - She reposited by
3 W			
	RECOMMENDATIO	N / CORRECTIVE ACTION	
SuspensionWorkings D	ays Date from 10/28 to	16.1-	ned to work 16/29
Dismissal Effective Date:	Offenses Against:		
Remarks:			
: <del>1</del>	•		and the second second
Issued by:	Recommended by:	Approved by:	Noted By p
Claire Carables	KLANDENA TE.SAW	- Samu	MANDEL IM- Toluda
Immediate Superior (Signature over Printed Name)	Section/ Department Manager (Signature over Printed Name)	Human Resources	President
		(Signature over Printed Name)	(Signature over Printed Name)
Date:	Date: 10/20/パン	Date:	Date:
Note: For recommendation of the impos	ition of lesser penalty of verbal / writt	en warning, aside from the signature of th	ne Immediate superior & Manager the
approval of Human Resource is needed to	selore implementing the Disciplinary A	iction. Laffix before implementing the Disciplina	·
in the second se	,		
By signing this notice, I ar	n acknowledging that I have read	and understood the information in t asequences of my action.	his IR Form and I have been
	monted of the col	isequences of my action.	
Constavos Claudino manthilla Mana			
Employee Signature over Printed Name:		,	
Date Received:	***************************************	. <sup>!</sup>	
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## WRITTEN EXPLANATION

GOUNTERMEASURE  Hindi na po ato magtatanggal ng poreign material sa connector tatawag na lang po ako ng ir staff.  STAFFREMARKS
CATEGORY/AGENCY LINE NUMBER and SHIFT  JIP   B  DATE HIRED  12-16-18  PROCESS VIOLATION/AUDIT CONTROL NO.  Remote forcing naterial / Unauthoral xxx & Report CONTROL NO.  GRP1-vept -21  EXPLANATION  Bakit na-audit ka? Alag tanggal po ng toreign material.  Ano sa palagay mo ang epekto nito sa harness? Rwede po Syang mag modifunction sa axkakyan.  Aware ka ba sa Memo ng Non Compliance? Opo. Suspension or whiten  COUNTERMEASURE  Hindi na po ato magtalanggal ng foreign material ata come otor. talawag na lang po ako ng ir Staff.  STAFF REMARKS
DATE HIRED  12-14-16  PROCESS VIOLATION/AUDIT CONTROL NO.  Remove foreign malerial / Unauthousized Repair CONTROL NO.  EXPLANATION  Bakit na-audit ka? Alag tanggal po ng toreign material.  Ano sa palagay mo ang epekto nito sa harness? Rwede po syang mag mal function sa arkakyan.  Aware ka ba sa Memo ng Non Compliance? Opo. Suspension or whiten  GOUNTERMEASURE  Hindi na po ako magtatanggal ng foreign material sa come otor. tatawag na dang po ako ng ir staff.  STAFF REMARKS
PROCESS PROCESS PROCESS PROCESS VIOLATION/AUDIT CONTROL NO.  Remote foreign malerial / Unauthoraized Repair CONTROL NO.  GRP1 - Sept 21  OFFENSE NO. 4st  EXPLANATION  Bakit na-audit ka? Alog tonggal po ng toreign malerial.  Ano sa palagay mo ang epekto nito sa harness? Rwede po syang mag mal function sa akakyan.  Aware ka ba sa Memo ng Non Compliance? Opo. Suspensi on or whiten  COUNTERMEASURE  Hindi na po ako magtalanggal ng foreign material sa come otor. Tatawag na lang po ako ng ir staff.  STAFF REMARKS
Aware ka ba sa Memo ng Non Compliance? Opo. Suspensi on or whiten  COUNTERMEASURE  Hindi na po ato magtalanggal ng poreign material sa connector, talawag na lang po ako ng ir staff.  STAFF REMARKS
CONTROL NO.  Remode prign makerial / Unauthoxized Repair  CONTROL NO.  CREI - Sept - 21  OFFENSE NO. 44  EXPLANATION  Bakit na-audit ka? Alagtanggal po ng toreign material.  Ano sa palagay mo ang epekto nito sa harness? Rwede po syang mag mal function sa adiakyan.  Aware ka ba sa Memo ng Non Compliance? Opo. Suspension or whiten  COUNTERMEASURE  Hindi na po ato magtalanggal ng toreign material sa conne clor. talawag na lang po ako ng ir staff.  STAFF REMARKS
EXPLANATION  Bakit na-audit ka? Magtanggal po ng toreign material.  Ano sa palagay mo ang epekto nito sa harness? Rwede po syang mag malifunction sa sakakyan.  Aware ka ba sa Memo ng Non Compliance? Opo. Suspension or whiten  GOUNTERMEASURE  Hindi na po ako magtalarggal ng toreign material sa come otor, talawag na lang po ako ng ir staff.  STAFF REMARKS
EXPLANATION  Bakit na-audit ka? Alagtanggal po ng toreign material.  Ano sa palagay mo ang epekto nito sa harness? Rwede po syang mag modifiunction a a akakyan.  Aware ka ba sa Memo ng Non Compliance? Oppo. Suspension or whiten  GOUNTERMEASURE  Hindi na po ako magtalanggal ng toreign material sa come otor, talawag na lang po ako ng ir staff.  STAFF REMARKS
Ano sa palagay mo ang epekto nito sa harness? Ruede po syang mag malifunction sa sakakyan.  Aware ka ba sa Memo ng Non Compliance? Oppo. Suspension or withten  GOUNTERMEASURE  Hindi na po ato magtatanggal ng foreign material sa connector, tatawag na lang po ako ng ir staff.  STAFF REMARKS
Aware ka ba sa Memo ng Non Compliance? Opo. Suspension or whiten  GOUNTERMEASURE  Hindi na po ato magtatarggal ng foreign material sa come otor. tatawag na lang po ako ng ir staff.  STAFF REMARKS
GOUNTERMEASURE  Hindi na po ato magtatanggal ng poreign material sa connector tatawag na lang po ako ng ir staff.  STAFFREMARKS
HIndi na po ato magtatanggal ng foreign material sa connector tatawag na lang po ako ng ir staff.  STAFFREMARKS
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STAFF REMARKS. Thorness was already pass on to process.
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SV REMARKS
Issue IR
EASE ANSWER THIS FORM WITHIN THE SHIFT.
PREPARED BY: 18me In - Kennyeng
CHECKED BY: NOTED BY:
Sign of Employee CHECKED BY: NOTED BY: APPROVED BY:

		Prepared	Examined	Verified	Noted
	Minutes of Meeting	1-6-	126	10	
		-dancer	— <i>[D</i> —	W(-	DW-
Date : October 20, 2020		D.Delos Reye: Location :	V⁄Roxas . PD4 Control Are	K.Cabrera	E. Cailao
			- Comacy No	4	
	Money N. Administration 11				
28	Hazel M. Mendoza Hearing				
Attendees:					
Katherine Cabrera Daisa Delos Reyes					
Details:		٤			
Unauthorized Repair/Hidden Repair Date of incident: October 5,2020					
Hearing Meeting Summary:					
Ayon kay Hazel M. Mendoza, nagtanggal siya ng foreign i nung tiningnan ulit niya pagkatapos ng alignment ay naki connector pagkatapos ng alignment dahil minsan napaso detect ng problema o NG ay kinakailangan niyang isagaw	k na ang alignment kahit may bond terminal na Sisian	inanggal niya it	o. Lagi niya tiniti	ngnan ang	
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lart Of Minutes: 8:45 AM					
nd of Minutes: 8:55 AM			•		

MGT-006-00



## FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES. INC.

ATTENDÂNCE FORM  ATTENDÂNCE FORM  Orientation  Meeting  tle:  IK hearing  Date: jb 20 dozo  FOR Contail circle  Cilitator:  Kolffering  Glascrio	≡	=				=				ųψ.	alinis								***													毽				ining	
ATTENDANCE FORM  Orientation  Meeting  tle:  IR hearing  Date:  POA Contail orien  Time:  \$\frac{\frac					355. u	11								×	15°91			3	. K.												* (14		Ľ		Ser	ninar	
Meeting tle: In Teaching . Date: 16 20 20 20 20 20 20 20 20 20 20 20 20 20										-						Ήī	FΝ	וחו	ΔN	ČF)	FΛ	RΝ									1 Jan. 1						
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NAME	DEPARTMENT	POSITION 🛴	SIGNATURE
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

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Facilitators Signature/Date: