



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

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: 18-03784	Complete Name: Judy Ann De Gala	Section: PD-PD4 SUZUKI	Date of Incident: February 08, 2020	Date Issued: September 9, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

On February 08, 2020, it was reported that you allegedly caught removing of tape and VS to remove the wire due to damaged insulation as reported by M. Yabut.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Hand Book Specific Violations and Their Penalties Letter C. Offense Against Work/ Business Standard #5. Unauthorized repair/hidden repair excluding usage of prohibited extraction tool.

The allege offense maybe punishable by 1 to 5 days suspension for 1<sup>st</sup> 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 <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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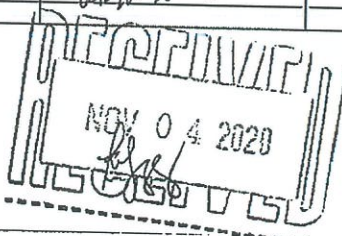
Issued by: <u>B. DE CASTRO</u> Immediate Superior Signature over Printed Name	Noted by: <u>Katherine O. Cabrera</u> Manager Signature over Printed Name	Received by Employee: <u>Judy Ann De Gala</u> Signature over Printed Name	Date Received: <u>09-17-2020</u>
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Hindi ko nmma po totally tatanggalin yun eh.  
Ang nangyari po kasi don ch. may damage insulation hindi agad narabi sa asry kaya yun natape-paran na po kaya bago ko po sya dadalhin sa repair eh. tinggal ko yung tape upang harapin yung damage insulation para guman ko ng Red tag.

<u>Judy Ann De Gala</u> Employee Name Signature over Printed Name	Date prepared: <u>04-20-20</u>	<u>Katherine O. Cabrera</u> Explanation received by: Signature over Printed Name	Date Received: <u>10-24-2020</u>
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## Part 3: (To be filled-in Immediate Superior)

## EVALUATION / INVESTIGATION

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

See minutes of meeting.

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> 1 Working Days	Date from <u>11/15/20</u> to <u>12/15/20</u>	Date Returned to work <u>12/15/20</u>
Dismissal	Effective Date: _____	Offenses Against: _____	
Remarks:			
Issued by:	Recommended by:	Approved by:	
<u>B. DE CASTRO</u> Immediate Superior (Signature over Printed Name)	<u>K. Cabrera E. Caliao</u> Section/ Department Manager (Signature over Printed Name)	<u>[Signature]</u> Human Resources (Signature over Printed Name)	<u>[Signature]</u> President (Signature over Printed Name)
Date: _____	Date: <u>10-22-2020</u>	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.

Employee Signature over Printed Name: \_\_\_\_\_

Date Received: \_\_\_\_\_





**FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.**

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

Title: Judy Ann De Cala Hearing  
Venue: Suzuki Control  
Facilitator: B. Vengara

Date: Oct 23, 2020  
Time: 10:30 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Judy Ann De Cala	RDY	Associate	Judy
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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.

B. Vengara  
Facilitators Signature/Date:



## Minutes of Meeting

Date : October 23, 2020

Prepared

Examined

Verified

Noted

R.S. Andaya

O. Vergara

K. Cabrera

E. Calao

Location : PD4 Control Area

### Judy Ann De Gala Hearing

#### Attendees :

Olive Vergara

#### Details:

Un-authorized Hidden Repair  
Date of incident: February 08, 2020


#### Hearing Meeting Summary:

##### Affected associate (Expert)

- ☒ As reported damaged Insulation on Layout she forgot to put red tag and accidentally continue harness on assy and the component was attached. Upon checking and looking for the defect, the affected expert brought the harness on repair and intentionally removed component. And she found out that the tape and VS are already covered the defect.
- ☐ Prohibited repair in which may result to other NG like missing component etc.
- ☐ Affected expert was portion to Sub assy that time.
- ☐ She should Stop Call and Wait or simply put red tag to affected portion.
- ☐ As stated by the affected expert she did the action to check whether what wire and insertion does the damage insulation located.

Start Of Minutes: 3:10:30pm

End of Minutes: 11:15pm

Date & Time	February 8, 2020/1:40		<p align="center"><b>Illustration</b></p>	<p align="center"><b>Action Taken</b></p>
Shift & Group	DS/B			
Car Maker/ Model	Suzuki			
Line No.	5114			
Name	De Gala, Judy Ann			
ID No.	1803784			
Batch No.	130			
Process	Shiage Process			
FAS or Agency: specify	FAS Expert			
Person Informed	M.Napa			
Audited by:	M.Yabut			
Reason/Risk:				
<b>Audit Details</b>				
<del>Un-Authorized/Hidden Repair</del> Expert caught removing of tape and VS to remove the wire due to damaged insulation				