



RE-TRAINING FOR JR. STAFF

Full Name: (Last Name)	(First Name)	(M.I.)	Date:	12/17/20
I.D #:	Anna Esc	B.	Batch #:	9
Position:	Jr. Staff		Line # / Group:	5127 5124X1
SCORE: 4/6 = 100%			EVALUATION:	PASSED FAILED
NOTE: PASSING RATE IS 100%				

Essay questions.

1. What is your idea about abnormality?

Abnormality is a state far from usual condition.

2. Write down some examples of the possible defects that you might encounter in the production.

wrong use of clamp wrong taping method wrong orientation of clamp
exposed wire wrong attachment of foreign material
long band cut missing option taping damaged connector
short band cut wrong view of option loose clamp

3. What are you going to do when you encounter abnormality in inspection process? Please write down the steps.

1. Stop the operation.
2. Push the andon light to call the attention of Jr. Staff.
3. Click NG button on IRCS System.
4. Fill up Final Assembly Inspection Record and put mark X.
5. Fill up Defect tag and details of defect with complete details.
6. If have passed tape, remove and stick on backside of red tag.
7. Attach red tag on defective portion.
8. Endore to responsible person to bring to repair area.

As a leader how will you perform your part in the "Quality Fullwork System".

leader must verify the situation, reset andon light and conduct meeting, bring defective harness to repair area, conduct rechecking, conduct investigation, make an immediate action and formulate countermeasure.

4. What are the possible effects if defective wire harness is fitted in the car?

car will not function properly and may cause accidents or car explosion.

5. What will happen in the company if there are lots of customer claims?

Customer claims will lessen the trust of our customers, due to no good quality of delivered products, malaki din po ang lugi sa company pag madaming customer claim.

6. What is the meaning of "Always think that the next process is the customer."?

good quality of harness must be observed before passing to next process



SURVEY FORM

What are the main reasons why Associate or Expert & Jr. Staff (SL/LL) are tempted to oppose the Standard Operational Procedure in their area causing defective products in the line?

Ano ang mga pangunahing dahilan kung bakit ang mga Associate or Expert & Jr. Staff (SL/LL) ay natutuksong hindi gawin ang Standard Operating Procedure sa kanilang linya na nagiging sanhi ng mga sirang mga produkto sa linya?

Please choose five category why Associate or Expert & Jr. Staff are tempted to oppose the "SOP". Write the number from 1~5 (top 1 means the main reason)

Mangyaring pumili ng limang katagorya para sa mga pangunahing dahilan kung bakit ang mga Associate or Expert & Jr. Staff (SL/LL) ay hindi gawin ang "SOP". Isulat ang numero mula sa 1~5. (Top 1 ay nangangahulugan na ang pangunahing dahilan)

☒ 1

Due to delay operation

Dahil sa pagkaantala ng operasyon.

☐

Unwillingness to do their job.

Hindi interesado sa kanilang trabaho

☒ 2

Always think that quantity must comes first.

Laging iniisip na ang BILANG ang dapat na mauna.

☐

Because they want to.

Dahil gusto nila.

☐

Because they find the company/management not worthy to be followed of.

Dahil sa tingin nila ay hindi kasunod-sunod ang mga patakaran ng kumpanya at ang mga nangangasiwa nito.

☒ 4

They find the SOP hard to follow.

Nahihirapan silang sundin ang mga SOP.

☒ 5

Unaware of the penalties that will likely to be given after every violations

Hindi nila alam ang mga posibleng parusa sa bawat pagsuway na kanilang ginagawa.

☐

Management tolerates their acts.

Hinahayaan/Kinokonsente ng mga namamahala ang kanilang mga maling gawain.

☐

Different instruction of the superior.

Paiba-iba ang tagubilin ng superior.

☐

Unaware of the "SOP"

Hindi aware sa "SOP"

☒ 3

To be able to target the production efficiency.

Para makamit ang production efficiency

☐

As seen from other co-workers.

Nakikita sa kapwa empleyado.

Others (Pls. specify)

Anita Rose GITTERO

SIGNATURE OVER PRINTED NAME

12/17/20

DATE

PLEDGE OF OBEDIENCE

Ako si, ANNA ROSE GUTIERREZ, nagtatrabaho bilang Jr. Staff ay nangangako na

(Sabihin ang pangalan)

(Sabihin ang Posisyon)

ako ay susunod sa mga panuntunan at regulasyon ng FALP, sa pagtupad ng aking tungkulin at responsibilidad bilang isang responsable, mahusay at epektibong miyembro ng aking linya, grupo, departamento at ng buong FAS Company. Ako ay nangangako na gagampanan ko ang aking trabaho gayundin ang mga gawain na ibinigay sa akin ng akin superyor ng may mataas na konsiderasyon sa mga standard operating procedures at hindi kailanman ikukumpurniso ang pangangailangan ng kustomer, kalidad ng produkto at kaligtasan ng bawat empleyado.

ANNA ROSE GUTIERREZ

Lagda sa ibabaw ng pangalan

12/17/20

Petsa