

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

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-01014	Complete Name: Angeles, Jalyn L.	Section: Suzuki Final	Date of Incident: January 17, 2019	Date Issued: January 29, 2019
-------------------------------	--	---------------------------------	--	---

Part 1: (To be filled-in by the Immediate Superior)**INCIDENT REPORT****VIOLATION:**

On January 17, 2019 it was reported that you were allegedly caught doing manual insertion on connector SSE-SB-10M-B with wire color: L/Y/W/LG/BR/ inserted as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 5, 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
---	--	--	--	--

Issued by: Daisy Perez Immediate Superior Signature over Printed Name	Noted by: Karmena 1/31/19 Manager Signature over Printed Name	Received by Employee: JALYN ANGELES Signature over Printed Name	Date Received: 01-30-19
--	--	---	--------------------------------

Part 2: (To be filled-in by concerned employee)**EXPLANATION**

Hindi ko nman po saadyang intension gawin ang manual insertion-
sa kaniyanyan po ita lang po yung unang beses na gumawa ng badal.
sa sobrang delay ko po, at nahihirapan na po akong humabal kaya
ko po nagawa iyon. Hindi naman po kaili madali para sakin gawin
ang magsub ng sub 01, 06, 07. Anin po ang sub po namin a zero
dalawa natang po lening natrang sub after wala pang magsaport sakin
dahil ang dalawa po namin g expert ay inkorporation na parcho.
pati karia po ang tested namin.

 JALYN ANGELES Employee Name Signature over Printed Name	Date prepared: 01-30-19	 Karmena 1/31/19 Explanation received by: Signature over Printed Name	Date Received: 1/31/19
---	--------------------------------	--	-------------------------------

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning ☐ Written Warning

Major Offense

☐ Suspension ☐ Dismissal

Result of Investigation:

Aware on Memo of Non-Compliance, due to delay she committed the violation.
Explained to her its ok to be delay & use Andon, since now there is many looking mp.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

1 Working Days

Date from

2/12

to

2/13

Date Returned to work

2/13

Dismissal

Effective Date:

Offenses Against:

Remarks:

Issued by:

D. Perez
DAILY PEREZ

Immediate Superior
(Signature over Printed Name)

Date: Feb 12, 2019

Recommended by:

R. E. Caliao
K. ADRIANA / E. CALIAO

Section/ Department Manager
(Signature over Printed Name)

Date: 2/13/19

Approved by:

M. Agudo
M. Agudo

Human Resources
(Signature over Printed Name)

Date:

Noted By

M. Tokuda
M. Tokuda

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.

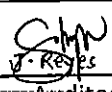
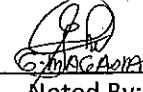
Employee Signature over Printed Name:

Date Received: 03-26-19

I ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1901-019

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

 Audited By:	 Noted By:
---	--

Name: Jalyn Angeles
 Position: Associate
 ID Number: 14-07014
 Batch No.: ✓ 9
 Car Model/Line: SUZUKI YOC/5124

Process: sub-assy Process
 Group/Shift: DS-B
 Date/Time: JANUARY 17, 2019
 No of Offence: ✓ 1st offence
 Superior Name: Babilyn DeCasta

Audit Findings: Caught doing manual insertion

Details:

Connector Name: SSE-SB-10M-B
 Wire Color: L/Y/W/LG/Br/ (5 wires)

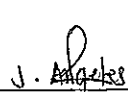
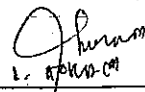
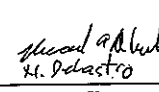

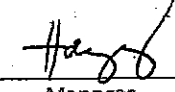
WRITTEN EXPLANATION

Hindi ko naman po sadyang intensyon na gawin ang manual insertion sa katunayan po ito po ayung unang beses na gumawa ako ng bawal. Sa sobrang delay ko po, at nahihirapan narin po ako humakal kaya ko po nagawa yan hindi naman po kasi madali para sa akin gawin ang mag-sub ng sub B, 6, 7. Anim po ang sublt namin pero dalawa nalang po kaming natirang subassy wala pong mag-supart sa kin dahil ang dalawa po nating expert ay nakapertan na pareho pat narin po ang kador namin.

Remarks/ Evaluation:

Please Issue I/R.

1/26

 Signature of Employee Date: <u>01-19-19</u>	 Jr Staff Date: <u>01-19-19</u>	 Staff Date: <u>1-19-19</u>	 Supervisor Date: <u>1-24-19</u>	 Manager Date: <u>1/22</u>
---	--	--	--	---