



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

MEMORANDUM NO. HRADM

TO : 18_PK20795
Peña, Rochel Valdellon

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 22, 2019

Rochel Peña

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense:	1st 3 DAY SUSPENSION APRIL 1-3, 2019 <i>Rochel Peña</i>
Line	REMIT - A <i>Amor</i>
Jr. Staff	J. CONSULTA
Staff	J. <i>maestro</i>
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9-Mar-19 to name: Peña, Rochel Valdellon

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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- Interchange twisted terminal

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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 implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK20795
FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK20795
Peña, Rochel Valdellon

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 21-Mar-19

This refers to the alleged offense(s) you have committed at 9-Mar-19 to name: Peña, Rochel Valdellon

Violation Offense No. 3

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:

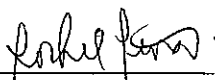
Not following SOP- Interchange twisted terminal

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

This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

18_PK20795

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION



FAS

Control No: FAUP-19-1703-169



AGENCY

Please Specify: PKIMT

J. Cabug-os	G. Magadia
Audited By:	Noted By:

Name: Peña Rochel
 Position: Associate
 ID Number: 18 - PK20795
 Batch No.: 200
 Car Model/Line: Suzuki YDI / 5117

Process: lay out
 Group/Shift: A / DS
 Date/ Time: march 09 2019 / 9:40
 No. of Offense: 1st
 Superior Name: J. matibag

Audit Findings: Non-compliance on SOP when encountered abnormality

Details:

Interchanged twisting of terminal

Un-twisting the wire and conduct twisting using her hand

WRITTEN EXPLANATION

Ako po si Rochel Peña ay nahuli ng 2 - alert na nag mawisat ng twisted wire, dahil po sa yong sub-assy na po lay-out ko yang nag pusub-assy sa sub II, ay may ipinadala po sa akin na inverted twisted wire, kuruha ko po yang wire sa tangger at un-twist ko po para i good yang inverted. Hindi ko po nasabi sa superior ko na may ganun pong NG, kanyang sa nagulat (ako) nalang ako nang matita ako ng 2 - alert kas kuruha na po (akin) nasa may mawisat wire na sawal ko. Spinali- Manag ko po sa kanya yong nangyare.

Hindi ko na po malitin, magpuedtag na po agad ako para maiwalaan ang mga pangyayaring ganun.

Kana po ay maiwalaan nung, palamaya na po

Remarks/ Evaluation:

7 Already give written explanation

7 Refresh the Flow of defect during encountered No good on process

Please Issue I.R

Signature of Employee
 Date: 3/12/19

CONSULTA STAFF
 Jr Staff
 Date: 3-12-2019

Staff
 Date: 3/12/19

Supervisor
 Date: 3-12-19

Manager
 Date: 3/16/19

3/21



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

Title:

PRODUCTION GENERAL PROCEDURE

Classification:	Guideline	Document No.	FALP-GL-PRD-GP-092
Issued by:	Production Department	Effective Date:	April 13, 2018
Document Controlled by:	QM-QMS	Revision No.	1
			Page 3 of 8

5.1.3 Every start of the shift and break time, associate must wait for the whistle of Junior Staff before proceeding to process and/or leaving production line. Associate are required to stay on their Home Position.

5.1.4 One Piece Flow Production should always be observed in every production line of Final Process.

5.1.4 Kanban retention should only last for a maximum of 3 days; however it can be dispose prior to the allotted time if that particular product is already completed. Junior Staff is accountable in checking the status of the Kanban.

5.1.5 It is a protocol to stop the operation when defect was found. When encountered defect during inspection, all the remaining sets will be affected by QA same goes when defect was found during sub process. Likewise, all the wires need to run into a quality check until Initial Process.

5.1.6 In order for the associate to aware that the harness need to priority due to an urgent shipment or need to undergo FGI, a "Priority Tag" will attach in the harness. (Refer to Figure 6.1 Priority Tag)

Note: ST1 associate must put the priority tag together with the part name on the assembly board. The tag must be attached on the side of the name plate on which the pass tape is NOT being stuck. The tag must be kept attached on the harness until it reaches the Last Process. The tag must NOT be removed if the harness was detected as NG and need to be repaired. The Last Process must remove the tag after the product passed the inspection.

5.1.7 Production Junior Staff and Staff must inform immediately his/her immediate superior (Supervisor, Section Manager or Department Manager) when there is a more than 15 minutes down in his/her assigned area.

5.1.8 Only registered documents are allowed in the Production premises.

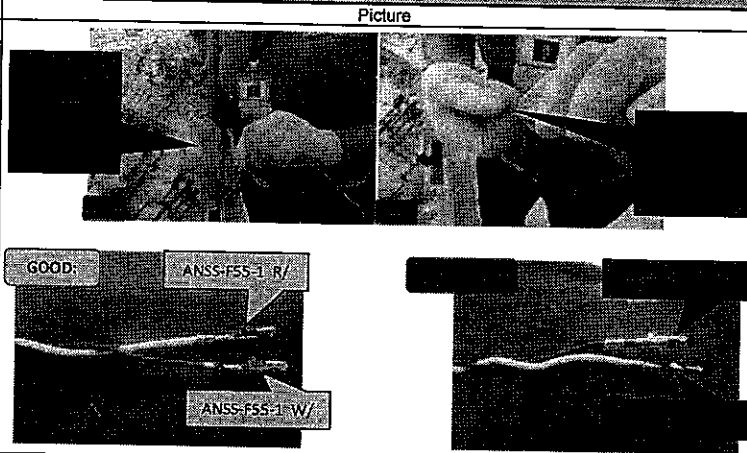
5.1.9 List of materials/items provided by PE that has been affected by design change, new product/end of life of a product that can no longer be used in each car maker in their production must be surrendered/returned immediately.

Note: Junior Staff/Staff are the one responsible also for the coordination to other car maker for the distribution of the applicable materials to the car maker. PE will also give the list of materials with corresponding car maker depending on its applicability for their reference.

Alert-Line Audit Report

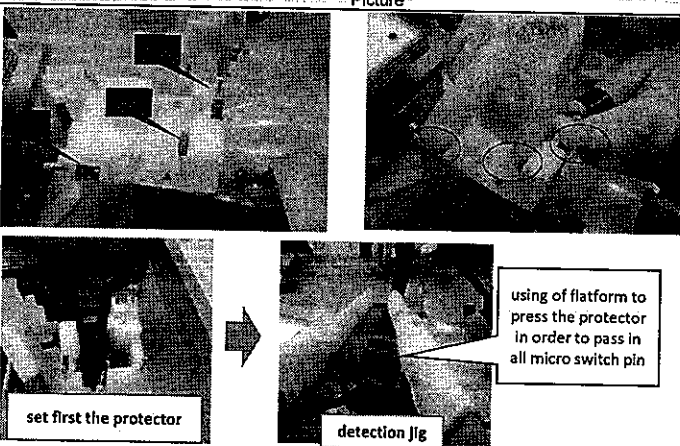
Car Model Suzuki YD1 Inpanel
 Date/Time March 09 2019/9:30am
 Line/ Process 5117/Layout
 Shift/ Group A/DS
 Person Informer J.Consulta
 Details

Non-compliance on SOP when encountered abnormality (interchanged twisting of wire)
 (Un-twisting the wire and conduct manual twisting using her hand)



Car Model Suzuki YD1 Engine
 Date/Time March 09 2019/9:40 AM
 Line/ Process 5116/ Shiage Dimension
 Shift/ Group A/DS
 Person Informed I.Care
 Details

Non-compliance on SOP of using detection checker jigs
 (caught in act doing pressing of micro switch lever for function using her finger- by passed the function)



Car Model Daihatsu D23L Inpanel
 Date/Time March 09,2019/09: 55 AM
 Line/ Process 2103/ Appearance
 Shift/ Group A/DS
 Person Informed F. Mojares
 Details

Non compliance on SOP of Barcoding of Polycard
 (inspector barcoded the polycard on inspection table). It should be placed on polytainer during barcoding.

