



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

3119/NS

ID Number: 14-01549	Complete Name: Banawa, Maria Leziel P.	Section: Suzuki Final	Date of Incident: December 18, 2018	Date Issued: December 21, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On December 18, 2018 it was reported that you were allegedly caught removing of clamp (CL-1682-B) from assembly board using clamp tail of the same clamp, according to report Jr staff was not aware that removing of clamp attached in the harness even if harness was in lay out process is not allowed as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 5, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 1 which states Unauthorized Repair/Hidden excluding usage of prohibited extraction tools.

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
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Issued by: <i>H. Dima</i> Immediate Superior Signature over Printed Name	Noted by: <i>M. Banawa</i> 1/3/19 Manager Signature over Printed Name	Received by Employee: <i>M. Banawa</i> Signature over Printed Name	Date Received: 01-03-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Maria Leziel Banawa, Jr staff ng STM ay nareport ng I Alert na nagtinggal ng clamp CL-1682-B sa asy. sa tingin ko po kasi ay tama ang ginamit ko di ko po alam na bawal iyon. Kasi po naman naman akong ginamit sa prohibited tools yun lang pong tail ng CL-1682-B din.

Ginamit ko po iyon kasi nadetekt ng ST-7R namin na damaged yung VB ng airbag, ay automatic po NG na yung buong sub ng airbag na yun kaya pinatanggal ko yung NG airbag at pinahiran ng bag kesa matape-par po yung buong harness at babakasin din. Lahat. Sa ngayon lang yung pagkakatape at yung mga components na may sirsa. Ok lang naman alisin yung NG na sub ng airbag kasi naman naminay inspection sa LI. Yung airbag kaso po natape-par na ng ST-7R yung portion nya at may clamp na puro di pa nababawel kaya tinanggal ko po ang clamp sa pag-aalalang ok lang. Nung tinanggal ko nga po yun kausap ko po ang I Alert di rin madetekt lang kaso o mali yung ginamit ko kaya kala ko ok lang.

<i>Maria Leziel Banawa</i> Employee Name Signature over Printed Name	Date prepared: 01-03-19	<i>H. Dima</i> Explanation received by: Signature over Printed Name	Date Received: 1/4/19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor-Offense ☐ Verbal Warning ☐ Written Warning Major Offense ☒ Suspension ☐ Dismissal

Result of Investigation:

She is not aware on the rule (even along time dr. staff) that repairing of NG in Assy is prohibited-

RECOMMENDATION / CORRECTIVE ACTION

Suspension 3 Workings Days Date from 2/19/19 to 2/21/19 Date Returned to work 2/22/19

Dismissal Effective Date: _____ Offenses Against: _____

Remarks:

Issued by:

[Signature]

Immediate Superior
(Signature over Printed Name)

Date: 1/4/19

Recommended by:

[Signature]

Section/Department Manager
(Signature over Printed Name)

Date: 1/7/19

Approved by:

[Signature]

Human Resources
(Signature over Printed Name)

Date:

Noted By

[Signature]

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: 02/18/19



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

WRITTEN EXPLANATION

Date: 12/19/18

Name: Maria Leniel Baranwa

Violation: _____

Line: 5119

Ako po si Maria Leniel Baranwa, Jr. staff ng 5119 ang nararadid ng 1Alet. na nagtanggap ng clamp OL-1682-B sa asay. Sa tingin ko po kasi ang tama ang ginawa ko, di ko po alam na bawal po iyon kasi po nala naman akong ginamit na prohibited tool yun kung pong dulo ng OL-1682-B din. Ginawa ko po iyon kasi nandetect ng station 7R namin na damaged yung buong airbag, ang automatic po NG na ang buong sub nung airbag na yun kaya pinatanggal ko yung NG airbag at pinatitan ng bago kaya natape-par pa buong harness at babalikla din lahat, sayang naman. Ok lang naman pong alisin yung NG na sub ng airbag kasi mala pong insertion sa life yung airbag kaso po (natapan) natape-par na ng st. 7L yung portion nya at may clamp na pero di pa natatanda kaya tinanggap ko po ang clamp sa pag-aakalang ok lang. Nang tinanggap ko nga po yun kausap ko po ang 1Alet di pa madevide it mali o tama yung ginawa ko kaya kala ko din ok-tang.

M. Baranwa

Signature of Employee

M/A

JR. STAFF

M. Baranwa

SUPERVISOR

S. Jimin

STAFF

Handwritten signature

INVESTIGATION REPORT

WHAT: I-ALERT AUDIT

WHEN: December 18, 2018

WHERE: YD1 FLOOR LINE 5119 (B)

WHO: Jr Staff (Ms. Liezel Banawa)

WHY:

Ms. Liezel Banawa (Jr Staff of Line 5119 B) caught by I-Alert member in removing of clamp (CL-1682-B) from assembly board using clamp tail of the same clamp. According to Jr Staff, she was not aware that removing of clamp attached in the harness even if harness was in lay-out process is not allowed. Clamp removed was not yet cut by bando gun.

I-Alert member who checked what Jr Staff did was not also aware of it and she ask repair person to confirmed if it is standard or not, and upon confirming from repair person that it is not in standard procedure, she informed immediately to her superior the audit findings.

According to Jr Staff, this incident will serve as another lessons to her because many of our Jr Staff has lack of awareness and knowledge on some DO's and DONT's with regards to "Standard Operating Procedure".

Attached herewith is a written explanation by concerned Jr Staff regarding the problem.

COUNTERMEASURE:

- Include during everyday meeting the I-Alert audit to remind all Jr Staff for prohibiting non-compliance and for their awareness.

Prepared By:
Susan Javan
Staff

Checked By:
Jhane Topacio
Supervisor

Noted *[Signature]*

12/21

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