



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.
Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-01264	Complete Name: Fabreag, Sharmine F.	Section: Daihatsu Final	Date of Incident: October 17, 2018	Date Issued: December 18, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On October 17, 2018 it was reported that you allegedly conduct advance insertion on connector SSG-TP-40FB and connector SSG-TP-14F-B as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until December 22, 2018 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 11 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: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: SHARMINE F. FABREAG Signature over Printed Name	Date Received: 12-20-18
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Sharmine F. Fabreag s Line 2106. Nag-advance insert po ako dahil sa ibang delay na. Nag-conduct pa rin naman po ako ng insert-pull method at isa-isa ko po sa insert. Gumamit din naman po ako ng sub-pen at nai-check ko po ng apoc ang sub wire kaso i-hang. Kaya unang beser ko lang po yun ginawa at hindi ko na po ulitin. Salamat po.

Counter Measure: Hindi na po ako mag-advance insert at laging susundin ang SOP.

 SHARMINE F. FABREAG Employee Name Signature over Printed Name	Date prepared: 12-20-18	 MUSA Explanation received by: Signature over Printed Name	Date Received: 12/22/2018
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Part 3: (To be filled-in Immediate Superior)

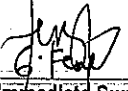
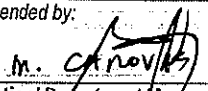
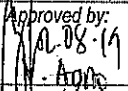
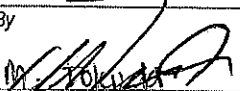
EVALUATION / INVESTIGATION

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:

Member admitted she do ^{advance} manual injection and will comply with SOP and will not commit same non-compliance

RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from Feb 13, 2019 to — Date Returned to work Feb 14, 2019	
Dismissal	Effective Date: — Offenses Against: —	
Remarks:	1 day suspension w/o pay	
Issued by:	Recommended by:	Approved by:
		
Immediate Superior (Signature over Printed Name)	Section/Department Manager (Signature over Printed Name)	Human Resources (Signature over Printed Name)
Date: 1-30-19	Date: 1-30-19	Date: —
		Noted By
		
		President (Signature over Printed Name)

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.


SHARMINA F. TABERO

Employee Signature over Printed Name:

Date Received: 12-20-18

I ALERT WRITTEN EXPLANATION

Control No: 002-12-18

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<i>M. Valencia</i> Audited By:	<i>S. MAGADIA</i> Noted By:
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Name: SHARMINE FABREAG
Position: ASSOCIATE
ID Number: 14-01264
Batch No.:
Car Model/Line: DAIHATSU LINE 2106

Process: SUB-ASSY
Group/Shift: NIGHTSHIFT-A
Date/Time: OCTOBER 17, 2018
No of Offence: 1st
Superior Name: Levie Javier

Audit Findings: Advance Insertion (caught during Work Compliance Audit on Details: Line).

Conn. SSG-TP-40FB

Affected wire/shikaki: LG/, BR/, VI/, P/, B1/

Seq. 4 to Seq. 13 of insertion was advance inserted on Conn.

SSG-TP-40FB and Conn. SSG-TP-41F-B.

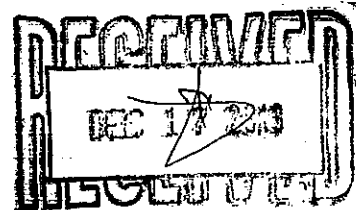
WRITTEN EXPLANATION

Ako po si Sharmine Fabreag, Line 2106 ay nag-advance insertion po dahil po sobrang delay na. Manually inserted po yung bang wires pero nag-conduct po rin po ako ng push-pull method at gumamit ng sub-pc. Hindi na po mauulit. Salamat po.

Counter Measure: Hindi na po ako nag-advance insertion dahil sobrang delay, magamit na po ako ng andon at susundin ang SOP.

Please issue I.R

Remarks/ Evaluation:



<i>[Signature]</i> Signature of Employee Date: <u>10-19-18</u>	<i>[Signature]</i> Jr Staff Date: <u>11-10-18</u>	<i>[Signature]</i> Staff Date: <u>11-12-18</u>	<i>[Signature]</i> Supervisor Date: <u>11-14-18</u>	<i>[Signature]</i> Manager Date: <u>11-12-18</u>
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