



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 : 19_PK32453
NAME : Drice, Daniel Agaya *Drice*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	<i>Written</i>
Line/Shift	Subarn th. / nitur - A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **12/11/2020** to name: **Drice, Daniel Agaya**

Violation Offense No. **V**

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 in Auto Crimping process

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK32453

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-2018-5494

<u>R.A. Monzon</u>	<u>R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Drice, Daniel
 Position: Associate
 ID Number: 19PK32453
 Batch No.: 242
 Car Model/Line: Subaru GC7 / initial

Process: Auto crimping
 Group/Shift: DSA
 Date/ Time: Dec. 11, 2020 / 11:00
 No. of Offense: First offence
 Superior Name: M. Corad

Non-compliance Reference/Document
 Control Number:

FALP-101-ENG-CC-003

Details of Audit Findings: Not following SOP

Associate did not conduct pulling of sample wire before proceed to make prod.
Remarks: Already produced 3 coils of wire

WRITTEN EXPLANATION

Ako po si Daniel Drice, ako po ay na audit ng i-alert dahil hindi po ako narunod sa standard operating procedure. ako po ay nag-input nang valve ng pulling sa monitor at hinulaan ko pagkatapos nakalimutan kong po i-pulling ang sample wire.

Hindi ko na hinulaan ang valve nang pulling sample para hindi na ma audit.

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>DANIEL DRICE</u> Employee Date: <u>01-05-21</u>	<u>C. MARRAS</u> Jr Staff Date: <u>01-05-21</u>	<u>E. HENTELERO</u> Staff Date: <u>01-05-21</u>	<u>J. Reyes</u> Supervisor Date: <u>01/9/21</u>	<u>J. Reyes</u> Manager Date: <u>01/12/2021</u>
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