

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 PK32355

NAME

Hermosa, Eldie Silang

FROM

PKIMT Management

SUBJECT

Written Warning

No. of Offense

1st Offense

DATE

February 20, 2020



This refers to the alleged offense(s) you have committed at

11/15/2019

to name:

Hermosa, Eldie Silang

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 followin SOP in Cutting & Crimping

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:

19_PK32355

FURUKAWA - Production Operator (Please attach your written explanation upon returning of this letter)



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 PK32355

NAME

Hermosa, Eldie Silang

FROM

PKIMT Management

SUBJECT

Notice to explain

No. of Offense

1st Offense

DATE

21-Jan-20

This refers to the alleged offense(s) you have committed at

15-Nov-19

to name: Hermosa, Eldie Silang

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No.

10

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NOTED BY:

PKIMT Management

Conforme:_

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

FAS	Control No: +A4-19-1911 - 3155
AGENCY Please Specify: PKIMT	Audited By: Noted By:
Name: Eldie Hermosq	Process: Cutting & crimping
Position: 04509ale	Group/Shift: 05/A
ID Number: 1৭१४,३२३৪৮	Date/Time: Nov. (5, 2014)
Batch No.: 262	No. of Offense: ម្រ
Car Model/Line: Cubany Initial process	Superior Name: 3. an calan
Audit Findings: માત્ર નિ	oning sop on cutting wire seal
Details: Use ferminal culter when remove	
osc ye and chief Miles remon	m) Wile 3601
WRITTE	N EXPLANATION
AVAILABLE NA WIRE CULTER	CUTTER SO KADAHLANANG WALA DONG.
CULTURE ANG GINAMIT KO SA	
DN STAFF NA SMIND ON OF	GINAWA KO MUN AT KATA DIN 80
· Form	avallable up wift outter so offer.
	XKATAUN, NAKIPAG COORDINATE MUNA ANG
1-aught sa leange namh	o statt kung takit wala kaming
WIRE CUTTER KASI HAWS	LAHAT NAMAN PO KAMI AY
TERMINAL CUITER ANS G	NAGAMIT, - Wala PO KAMING GAGAMINN
NA PAMPUTOL NG WIRE ST	al Kuns Hind Kami Gasamit MG
YERMINAL CUTTER-	
	*
	rks/ Evaluation:
Mr. confirm if there is wire cut	ter available as of today.
Written This car	cause Cut wife.
Kleste	a part framble.
, 1	$\mathcal{L}_{\mathcal{L}}}}}}}}}}$
Tour Penalty based from Handback.	
7,000	
	Day Dading
رد 🖟 ی	Anlacan Holling Holling
Signature of Employee Jr Staff	Staff Supervisor Manager
Date: 11-19-19 Date: 11-11-11 Date	Date: Date:

CUTTING AND CRIMPING

FALP-WI-ENG-CC-008 DOCUMENT TYPE: WORK INSTRUCTION

PAGE NO.: 3 OF

Aug-06-2019

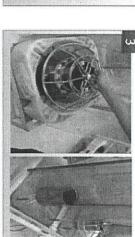
FIGURE 2: PROPER SETTING OF WIRE USING WIRE GUIDE ON ELECTRIC WIRE FEEDER



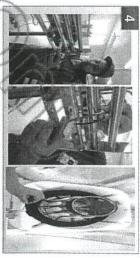
1. Get the wire on wire rack



Insert the wire tray into the electric wire feeder.Note: Get the end of the wire from the top of the wire tray.If have tog tape cut the tog tape and put on the wire lot holder.



3. Place the wire guide jig on the top of wire tray holder. Note: Hold the wire guide on the handle. Make sure to lock the wire guide jig.



. Get the end of wire and set to etanmatsu Note: Directly lopp the wire into the wire tray after using. End of wire must be insert into the stopper band. The use of etanmatsu is for the next set -up of wire. offected wire with other wire. In case of jointed wire, get the end of wire with lag number starting from first rumber up to end. If there is missing tog, feedback to MM and replace the

FIGURE 2.1: SETTING AND REMOVING OF WIRES ON FEEDER



REMOVING OF WIRE SEAL USING SEAL CUTTER

NO GOOD

REMOVING OF WIRE SEAL USING SEAL CUTTER

NOGOOD

GOOD 💉

REMOVING OF WIRES ON FEEDER USING WIRE SPACER

NO GOOD

GOOD

Use SEAL CUTTER when removing the seal.



Use TERMINAL CUTTER when removing the seaf.



Wire paper was <u>CAREFULLY REMOVED</u>
before using wire.



Wire paper was NOT REMOVED before use.



avoid the wire from collapsing to the Follow the looping and arrange it to center.







Looping was not followed; possible collapsing of wire to the center will occur.



wire tray from the electric wire feeder after



Note: Wire spacer is use not only for removing but also before putting the wires.



NOT USING WIRE SPACER in removing of wire tray from the electric wire feeder after use.

FIGURE 3: PROPER SETTING OF APPLICATOR AND TERMINAL ON TRD MACHINE

(EE)



1. Get the applicator on the rack. Check points: based on kanban. Pay attention to the proper handling of applicator. Make sure that the applicator to be set is



2.2 Push the toggle switch forward to open the applicator lock. 2.1 Set the applicator to

spacer to avoid finger stuck. Remove the

Make sure that the



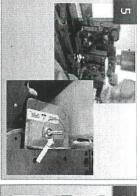
3. Get the terminal on the rack and set- up terminal.



4. Set-up the terminal. Make sure that the terminal is properly aligned to the slide cutter and wire anvil. The feeder finger must insert the center hale of



the applicator lock. 5. Remove the spacer and pull the switch backward to close





6. For TRD Alpha terminal only. Set the second applicator press 2 to the machine