



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 20-05455	Complete Name: Castillo, Menchie	Section: Production 5	Date of Incident: March 12, 2020	Date Issued: September 11, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On March 12, 2020 it was reported that you allegedly caught blowing connector (encountered foreign material) during process as audited by I alert member.

In view of the above, please explain in writing within ^{5 days} 24 hours why no disciplinary action should be imposed on you for violating the Company Policy C Section 9.3 which states ~~Any attempt to conduct unauthorized repair without the use of prohibited tool:~~

⁵ Unauthorized repair / ~~hidden~~ repair excluding usage of prohibited extraction tool

The allege offense maybe punishable by written warning. ^{24 hours} Suspension of 1 to 5 days



(Please explain in writing within ^{5 days} 5 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"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by: Daisy M. Perez/ Maria Julie Sabido Immediate Superior Signature over Printed Name	Noted by: Jerali Gananillo Section Manager Signature over Printed Name	Received by Employee: Castillo Menchie Signature over Printed Name	Date Received: 10-13-2020
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ipagpaumanhin po ninyo ang aking nagawang violation (blowing connector) nakakita po ako ng gabok sa connector at nahipan ko po ito. Nasa labas naman po nang connector yung foreign material at tambakan din po ako noong oras na iyon at babago naman po ako sa aking process (appearance). Simula po noong ako ay na audit eh hindi ko na po iyon ginagawa. Pagnakakakita na po ako ng foreign material, nagawa na po agad ako ng orange tag at tatawag na po agad ako sa Jr. staff or staff. Hinding hindi na po mauulit. Pagensya na po.

Castillo Menchie Employee Name Signature over Printed Name	Date prepared: 10-14-2020	Date Received: 10-23-20
	Explanation received by: Signature over Printed Name	

Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input checked="" type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: Violation in process due to delay			

RECOMMENDATION / CORRECTIVE ACTION

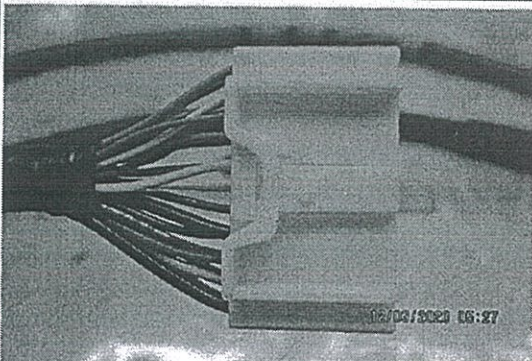
Suspension	<input checked="" type="checkbox"/> 1 Workings Days	Date from 1-25-2021 to	Date Returned to work 1-26-21
Dismissal	Effective Date: Offenses Against:		
Remarks:	1 day suspension for blowing connector		
Issued by: Daisy M. Perez Immediate Superior (Signature over Printed Name)	Recommended by: Jerald Ganadillo Section/Department Manager (Signature over Printed Name)	Approved by: Human Resources (Signature over Printed Name)	Noted By: M. Kawase / M. Tokuda President (Signature over Printed Name)
Date: 10/23/20	Date: 10/23	Date:	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:

Date & Time	March 12,2020/05:24		Action Taken
Shift & Group	DS-A		
Car Maker/ Model	Honda		
Line No.	3116		
Name	Castillo Menchie		
ID No.	20-05455		
Batch No.	205		
Process	Appearance		
FAS or Agency: specify	FAS		
Person Informed	V.Arada		
Audited by:	M.Yabut		
Reason/Risk:			
Audit Details			
Not following SOP Associate caught in act blowing connector YSN-22F during inspection.			

QCA-097-00

EFF:10/17/19



Minutes of Meeting

Prepared

Examined

Verified

Noted

Dany R.
D.Perez

M. Sabido

J. Gandillo

N/A

Date : December 18 2020

Location : Production 5 Control Area

Agenda :

HEARING

Attendees :

Castillo, Menchie

Details : Meeting Started: 3:30 pm

Hearing was headed by Production 5 Section Manager, Jerald Gandillo discussing the violation

Castillo, Menchie - Conduct repair by blowing the connector due to foreign material (Fiber)

Below are the result of investigation and the received penalty

Castillo, Menchie

She admitted that she conduct blowing of connector due to she found foreign material inside of connector .
Suspension of 1 working day, ~~Category from C to E due to not following SOP~~ , member promise if she will follow SOP.

End of Minutes 4:00 pm



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: HEATING
Venue: Honda Quality station
Facilitator: J. Gandoillo

Date: 12/18/18
Time: 3:30pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Castillo, Melchie	PDS	Associate	<i>[Signature]</i>
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

[Signature]
Facilitators Signature/Date: