



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

5117 A

## INCIDENT REPORT FORM

ID Number: 20-05535	Complete Name: Sheryl Leynes	Section: PD-PD4 SUZUKI	Date of Incident: February 15, 2020	Date Issued: September 25, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

On February 15, 2020, it was reported that you allegedly conducted not following SOP, you continued the process even you had found unplug wire as reported by I-Alert member named M.Dotado.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the company handbook, Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by Suspension of one (1) to five (5) working days.



(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 type="checkbox"/> 1st Offense	<input checked="" type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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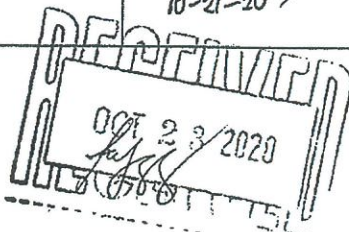
Issued by: Bebelyn De Castro Immediate Superior Signature over Printed Name	Noted by: Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: Sheryl Leynes Signature over Printed Name	Date Received: 10-21-20
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Ako po si Sheryl C. Leynes na Audit po ako dahil sa kadalilananang pag-aaral ko ng may unplug wire, itatagay ko po ang harness na may unplug sa kabalag hangar nung nakatapos ako sa process. Bigla ko naman to naman po nalinutan itatagay sa hangar sa pagmamabali ko po ay napara ko ito sa change.

Sheryl Leynes Employee Name Signature over Printed Name	Date prepared: 10-21-20	Katherine O. Cabrera Explanation received by: Signature over Printed Name	Date Received: 10-22-2020
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## 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
<b>Result of Investigation:</b> From the moment that she detected abnormality, stop call and wait should always be performed. Setting aside the affected harness on separate hanger as she explained she should have done is also incorrect showing wrong mindset on how to deal with the abnormality. She acknowledge this mistake and accepted the penalty.			

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from <u>Nov. 12</u> to <u>Nov. 12</u> Date Returned to work <u>Nov. 13</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by: <u>[Signature]</u> J. De Castro	Recommended by: <u>[Signature]</u> K. Cabrera / E. Cailao	Approved by: <u>[Signature]</u> Human Resources	Noted by: <u>[Signature]</u> M. Kawase / M. Tokuda
Immediate Superior (Signature over Printed Name)	Section/ Department Manager (Signature over Printed Name)	Human Resources (Signature over Printed Name)	President (Signature over Printed Name)
Date:	Date: <u>10-22-2020</u>	Date:	Date:

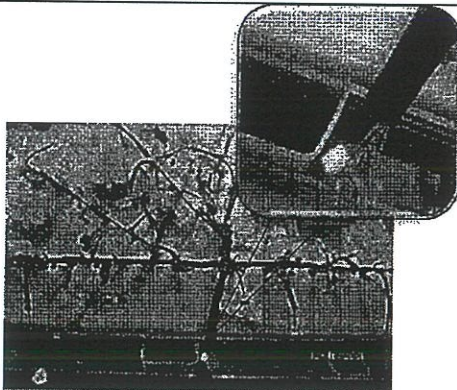
Noted: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.  
 In case, of SUSPENSION and/or TERMINATION, the President's 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.

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 Employee Signature over Printed Name:





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 Date Received:



Date & Time	February 15, 2020/01:50		Action Taken
Shift & Group	NS/B		
Car Maker/ Model	Suzuki YD1		
Line No.	5117		
Name	Sheryl Leynes		
ID No.	20-05535		
Batch No.	186		
Process	Shiage Process		
FAS or Agency: specify	FAS		
Person Informed	M.Ursua		
Audited by:	M.Dotado		
Reason/Risk:			
Audit Details			
Not following STOP-CALL-WAIT			
Associate continue the process even she found unplug wire. Pass the harness on next process			



## Minutes of Meeting

Prepared	Examined	Verified	Noted
 V. Lash	 V. Pinoplo	 R. Cabrera	 E. Caliao
Location: PD4 Control Area			

Date: October 22, 2020

### Sheryl Leynes Hearing

#### Attendees:

Kathleen Cabrera

#### Details:

Not following SOP (Continued the process even found unplug wire.)  
Date of Incident: February 15, 2020

#### Hearing Meeting Summary:

Ayon kay Sheryl ilalagay daw sana niya ang ang harness na inassy na may unplug sa kabilang hanger nung natapos sya sa process. Nakalimutan daw nya itong ilagay sa hanger, sa kanyang pagmamadali ay nalpasa nya ang harness sa shiage. Aminado pa rin siya sa kanyang pagkakamali. Ngangakong hindi na ito muling mauulit pa.

Start Of Meeting: 2:00pm  
End of Meeting: 2:15pm