



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

1103

INCIDENT REPORT FORM

ID Number: 17-03253	Complete Name: Adriano Rose Ann	Section: PD3-MAZDA FINAL	Date of Incident: October 05, 2020	Date Issued: October 27, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On October 05, 2020 It was reported that you allegedly do non-compliance act (Doing Sub assy process even not certified) as reported by I-Alert auditor.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.4 Un-authorized operator doing the process (Pagsasagawa ng hindi authorized/ walang certification from recruitment and training Group excluding expired Authorization up to 1 month).

The allege offense is punishable by suspension for 1st offense. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.



(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 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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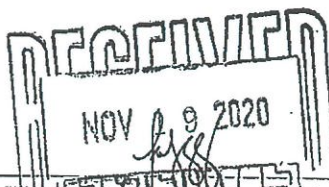
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: ROSE ANN A. ADRIANO Signature over Printed Name	Date Received: 10/29/20
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po ay naaudit ng I-alert na nagsusub sa sub-assembly na walang certification. Kaya ko po ito nagawa kari nung time po na tun ako po ang in-charge sa bukumi. Hung una sa bukumi aray po ako nagsu-support, nung nagchange product po kami lahat po ng bukumi sub-assy ko ay nadatay na dahil na rin po nadatay ang picking ng former tapos big product pa. Wala pong mailay-out nun dahil ung sub 14 at 15 ay liwa lang pong tapos ang nagsusub at hindi nAPO nakatayan, sa sub 15 po ako nagsub. Hagwawaiting na po nun ang lay-out at aray. Hindi po ako nakatay na hindi nagsu-support sa sub dahil mahirap po pag nadatay ang bukumi, lalo na po pag abutan na, tapos big product pa po ang running. Aware naman po ako na labag po sa rules ng company ang aking ginawang violation. Hagwarabi naman po ako na magpapacertified ako sa sub-assy at lay-out (kaya po wala pa) sa kabila po ng aking nagawang kawalan, humihingi po ako ng pareng lay-out, hinding hindi ko na po ito uulitin hanggat di pa po ako nakakapag cross-training. sana po mabigyan pa ako ng ikalawa pang pagkakataon.

 ROSE ANN A. ADRIANO Employee Name Signature over Printed Name	Date prepared: OCTOBER 29, 2020	 Explanation received by: Signature over Printed Name	Date Received: 10/29/20
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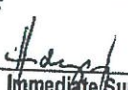

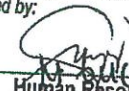



Part 3: (To be filled-in Immediate Superior)

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
Result of Investigation: Already acknowledge her mistake, adjustment made in the line she is now assign in Conveyor management			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days Date from <u>12/16</u> to <u> </u> Date Returned to work <u>12/17</u>		
Dismissal	Effective Date: <u> </u> Offenses Against: <u> </u>		
Remarks:	<u> </u>		
Issued by:  Immediate Superior (Signature over Printed Name) Date: <u> </u>	Recommended by:  Section/ Department Manager (Signature over Printed Name) Date: <u>11/2/16</u>	Approved by:  Human Resources (Signature over Printed Name) Date: <u> </u>	Noted By:  President (Signature over Printed Name) Date: <u> </u>

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.

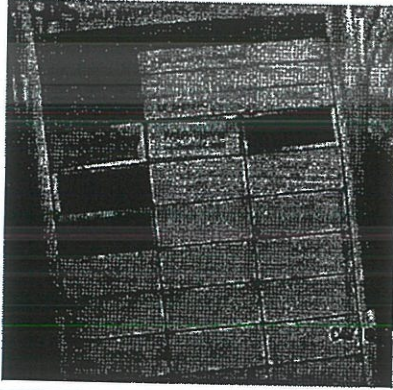
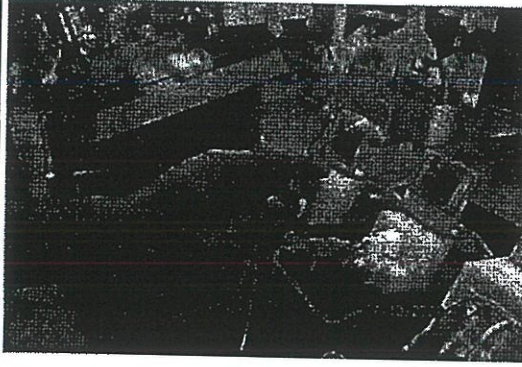

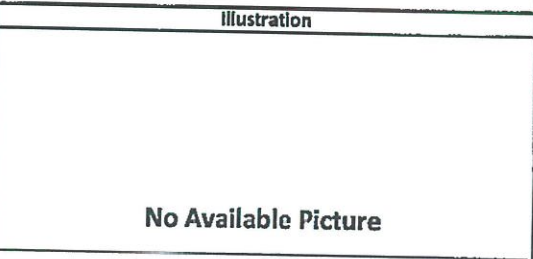
Employee Signature over Printed Name:

Date Received:

M.Yabut	K. Hernandez	J. Reyes
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER:Mazda

Date & Time	October 05, 2020/09:00	Illustration	Action Taken
Shift & Group	ADS		magpapacertified po muna ako bago ako pumontan sa iyang proccw
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Adriano, Rose Ann		
ID No.	17-03253		
Batch No.	69		
Process	Sub Assy		
FAS or Agency: specify	FAS		
Person Informed	C. Datingulnoo		
Audited by:	R. Llanes		
Reason/Risk:			
Audit Details			
Un-authorized person doing the process Doing Sub Assy process even not certified.			
Date & Time	October 05, 2020/08:15	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Bautista, Marilyn		
ID No.	BF-10795		
Batch No.	223		
Process	Sub Assy		
FAS or Agency: specify	MDHII		
Person Informed	C. Datingulnoo		
Audited by:	R. Llanes		
Reason/Risk:			
Audit Details			
Multiple picking of wires during Sub Assy process W/, R/G/			
Date & Time	October 05, 2020/07:52	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Suarez, Mary Cris		
ID No.	BF-18071		
Batch No.	301		
Process	Option Taping		
FAS or Agency: specify	MDHII		
Person Informed	B. Maramba		
Audited by:	R. Llanes		
Reason/Risk:			
Audit Details			
Un-authorized person doing the process Doing bandogun process even not certified.			
Date & Time	October 05, 2020/08:30	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Adriano, Rose Ann		
ID No.	17-03253		
Batch No.	69		
Process	Sub Assy		
FAS or Agency: specify	FAS		
Person Informed	C. Datingulnoo		
Audited by:	R. Llanes		
Reason/Risk:			
Audit Details			
Multiple picking of wires during Sub Assy process L/, Br/, Be/			



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H. Dimaguila

Date: 10/31
Time: 2:10

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Herrero, Russ Ann	PD3 / Manda J12	Expert	addiam
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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.

H. Dimaguila
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

Date: 10/31

H. Dimayuga

N/A

N/A

R. Odevilas

Agenda:

Location:

Mazda Control Area

Hearing

Attendees:

Adriano, Rose Ann

Details: Meeting Started:

2:10 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

Already acknowledge her mistake and adjustment made in the line she is now assign in conveyor management.

for the offense committed employee Adriano, Rose Ann will be given suspension of 1 day.

- Noted and fully acknowledged.

End of Minutes 3:10 pm