

INCIDENT REPORT FORM

ID Number: 17-03371	Complete Name: Balhag, Marlene	Section: PD3-MAZDA FINAL	Date of Incident: June 11, 2019	Date Issued: June 21, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On June 11, 2019 it was reported that you have committed non-compliance act as reported by I-Alert Team.

In view of the above, please explain in writing within 5 days or until June 28, 2019 why no disciplinary action should be imposed on you for the alleged violation under Memorandum with reference number HRGA-2018-04-14, 1. Unauthorized Repair /Hidden Repair

The alleged offense is punishable by Suspension. 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: O. Vergara Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Signature over Printed Name	Date Received: 7/04/19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

ako si Marlene Balhag na naaudit ng I-alert na sa clamp na VA. 100. Hinigit ko po ang clamp para po pumasok sa tolerance ng nakita ako ng auditor. Pero ang harness gong iyon ay NG ko rin po at dinatag sa repair area, mali po ang ginawa ko na hinigit ang clamp para mag good sa dimension. Kasi po pwede po itong bumalik sa pagka NG ng clamp at hindi magrit sa kasakyan paghilagay. Hindi ko na po uulitin ang aking ginawa na maghigit ng clamp o kung anumang.


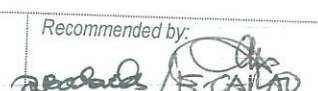
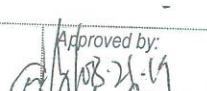
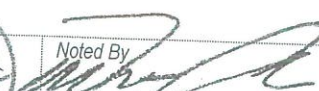
 Employee Name Signature over Printed Name	Date prepared: 07/04/19	 Explanation received by: Signature over Printed Name	Date Received: 7/09/19
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Part 3: (To be filled-in Immediate Superior)

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:			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	6 Workings Days	Date from	Aug 26, 2019	Aug 30, 2019	Date Returned to work	Aug 31, 2019
Dismissal	Effective Date:	Offenses Against:	Aug 28, 2019	Aug 31, 2019	Sept 2, 2019	
Remarks:						
Issued by:	Recommended by:	Approved by:	Noted By:			
 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:	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: _____

i_Alert Audit Report

Model / Line No.	Picture	effect
Mazda/1119 Date / Time 06-11-19/09:50am Name / ID No. Balhag,Marlene/17-03371 Shift / Group DS/B Batch No. 37 Process Dimension Inspection FAS or Agency: specify FAS Person Informed E.Galang Audited by: J.Masapol Details		may lead to worst defect/ no traceability for the repair done on harness
Un-authorized repair/Hidden Repair Conduct pulling of clamp YA-106-GR due to encountered long dimension from clamp to clamp.		
Car Model / Line No.	Picture	effect
Mazda/1008 Date / Time 06-11-19/09:20am Name / ID No. Sangalang,Ingracia/17PK12633 Shift / Group Almario,Ruvelyn/17PK09466 DS/B Batch No. 155,141 Process Sub Assy Process FAS or Agency: specify PKIMT Person Informed M.Antijoda Audited by: J.Masapol Details		damaged insulation/ bend or deformed terminal
Too much setting of wire on downspout OK: 40 sets NG: 40 sets		
Car Model / Line No.	Picture	effect
Mazda/1007 Date / Time 06-11-19/09:15am Name / ID No. Alayon,Karen/19-04648 Shift / Group Manalo,Joy Ann/19-04766 DS/B Batch No. 107,88 Process Sub Assy Process FAS or Agency: specify FAS Person Informed E.Galang Audited by: J.Masapol Details		damaged insulation/ bend or deformed terminal
Too much setting of wire on downspout OK: 45 sets NG: 85 sets		
Car Model / Line No.	Picture	effect
Mazda/1114 Date / Time 06-11-19/09:30am Name / ID No. N/A Shift / Group NS/A Batch No. N/A Process Finished Goods FAS or Agency: specify N/A Person Informed M.Cortiguerra Audited by: L.Arellano Details		damaged parts
Not following packing Procedure Connector YOL-4F-B was coming out on polybox.		



Minutes of Meeting

Prepared

Examined

Verified

Noted

R. Odevilas

N/A

E. Cailao

n/a

Date : 07/24/19

Location :

Meeting Room 4

Agenda :

HEARING

Attendees :

Refer to attendance form

Details :

Balhag, Marlene

Date of incident: June 11, 2019

Violation: Unauthorized Repair/Hidden Repair under memorandum :HRGA-2018-04-14

1st offense punishable by Suspension (1~6 days)

Liban po kasi ang nakapwesto sa dimension kaya po ako ang pumuwesto doon.

Certified kaba sa dimesion? Certified in Dimension Insp

Kaunting-kaunti nalang para pumasok sa tolerance kaya po hinigit ko.

Sakto naman po nakita ako ng i-alert

Aware kaba sa possible na mangyari doon sa panghihila po ng harness? Baka hindi po magfit sa sasakyan.

Final recommendation

Lack of awareness regarding the possible effect of pulling; for verification if included in training discussion.

For suspension of 5 days

Start Time: 12:33 pm

End Time: 12:53 pm