



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.
Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 18-03903	Complete Name: Bernadeth Ramos	Section: PD-PD4 SUZUKI	Date of Incident: July 02, 2020	Date Issued: September 9, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On July 02, 2020, it was reported that you allegedly conduct removing of foreign material on connector without orange tag and without presence of QA as reported by I-Alert member named A.Brucal:

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 Hand Book Specific Violations and Their Penalties Letter C. Offense Against Work/ Business Standard #5. Unauthorized repair/hidden repair excluding usage of prohibited extraction tool.

The allege offense maybe punishable by 1 to 5 days suspension for 1st offense.



(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: Bebelyn De Castro Immediate Superior Signature over Printed Name	Noted by: Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: Bernadeth Ramos Signature over Printed Name	Date Received: September 17, 2020
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Bernadeth Ramos ay nabigyan ng I.R sa kadahilananang ako po ay nagtanggag ng foreign material na hindi gumamit ng orange tag at wala pong QA dahil nagkataon po na walang Jr. Staff noon. Pinakiusapan lang po ako ng operator sa kablang linya na paayos. Hindi na po ako nakapag fill up pa dahil nagmamadali din po akong bumalik sa linya ko.

Bernadeth Ramos Employee Name Signature over Printed Name	Date prepared: September 17, 2020	Katherine O. Cabrera Explanation received by: Signature over Printed Name	Date Received: 10/29/2020
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning☐ Written Warning

Major Offense

☒ Suspension☐ Dismissal

Result of Investigation:

Aware on the Memo of Non-compliance & possible suspension will be given to her but still continue to repair even w/o an 2 crany tag. Suspension of 1 day will be given.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

☒ 1

Workings Days

Date from

11/16/14

to

11/16/14

Date Returned to work

11/17/14

Dismissal

Effective Date:

Offenses Against:

Remarks:

Issued by:

B. De Castro
Bebelyn De Castro

Recommended by:

K. Cabrera
K. Cabrera / E. Callao

Approved by:

H. B. N. G. O.
Human Resources
(Signature over Printed Name)

Noted By:

M. K. W. S. M. Tokuda
President
(Signature over Printed Name)

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.

X
Employee Signature over Printed Name:

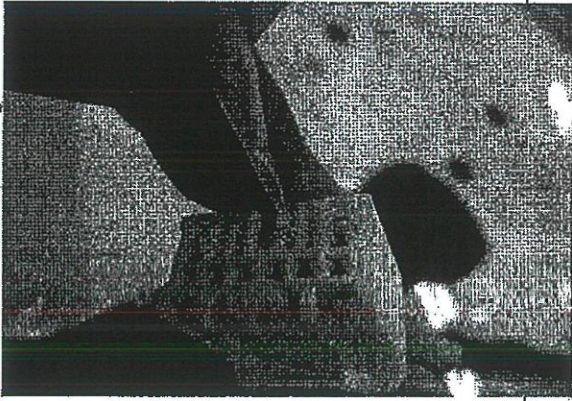
Date Received:

X

Toyota - before

support SOS - w/ portion

no on 2 crany tag aware

Date & Time	July 2, 2020/03:45		Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Suzuki YD1		
Line No.	5018		
Name	Bernadette Ramos ✓		
ID No.	18-03903		
Batch No.	100		
Process	Appearance		
FAS or Agency: specify	FAS Jr staff		
Person Informed	J.Ladislav		
Audited by:	A.Brucal		
Reason/Risk:			
Audit Details			
Un-Authorized/Hidden Repair ✓ Jr.staff conduct removing of foreign material on connector without orange tag and without the presence of QA on appearance inspection:process			



Minutes of Meeting

Prepared	Examined	Verified	Noted
 B. Festijo	 V. Paropio	 K. Cabrera	 E. Galiao

Date : October 29, 2020

Location : PD4 Control Area

Bernadeth Ramos Hearing

Attendees :

Katherine Cabrera
Bleecy Festijo

Details:

Un-authorized Repair/Hidden Repair
Date of Incident: July 2, 2020

Hearing Meeting Summary:

Ayon kay Bernadeth Ramos ay support lang po siya sa line 5018 ng biglang Tinawag siya ng kabilang Linya 5022 para magrepair sa appearance sa kadahilanang wala po ang kanilang Jr. staff nasa Meeting. Pinakiusapan siya ng appearance ng magtanggap ng Foreign Material ng Hindi gumamit ng orange tag at wala din pong QA. Amnirado naman po siya na Hindi nakapag fill up ng orange tag dahil nagmamadali siyang bumalik sa linya ng 5018.

Start Of Minutes: 6:40 AM
End of Minutes: 6:47 AM



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: Control Area
Facilitator: Katherine Cabrera

Date: 6:40 AM 12/29/20
Time: 6:40 AM

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Pamas Pinnadeth	PDY	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]
Facilitator's Signature/Date: