

**MEMORANDUM NO. HRADM**

TO : 18\_PK26506  
Regio, Clariza Elises *CEP*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 10/4/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 10 DAY SUSPENSION Oct. 15, 2019
Line	DOZL 2116 / 1A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/24/2019 to name: Regio, Clariza Elises

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work**

**Description:**

**Failure to follow the standard operational procedure in inspecting the product**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

**NOTED BY:**

*[Signature]*  
PKIMT Management

**Conforme: -**

*[Signature]*  
18\_PK26506

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

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**MEMORANDUM NO. HRADM**

**TO** : 18\_PK26506

Regio, Clariza Elises ✓ *Reg*

**FROM** : PKIMT Management

**SUBJECT** : Notice to Explain

**No.of Offense** : 1st offense

**DATE** : 3-Oct-19

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This refers to the alleged offense(s) you have committed at

24-Sep-19

to name: Regio, Clariza Elises

**Violation Offense No.**

**OFFENSES AGAINST COMPANY INTEREST**

**Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work**

**Description:**

**Failure to follow the standard operational procedure in inspecting the product**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

**NOTED BY:**

*Reg*  
**PKIMT Management**

**Conforme:** ✓ *Reg*

18\_PK26506

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1909-1450

☒ AGENCY

Please Specify: PKINT

<u>JR. REYES</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Regio, Clarizo  
 Position: Associate  
 ID Number: 18-PK26506  
 Batch No.: 229  
 Car Model/Line: DOIL / 2116

Process: Appearance  
 Group/Shift: A/NS  
 Date/ Time: 09-24-19 / 11:30PM  
 No. of Offense: 1st  
 Superior Name: J. Malto

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product.

Details: Inspector did not follow the proper treatment when encountered abnormality

## WRITTEN EXPLANATION

AKO PO SI CLARIZA E. REGIO NG DOIL ENGINE 2115.  
 NOONG TIME PO NA YUN. ~~HA~~ HAPITAN PO KAMI KAYA PO NAKALIMOT  
 NA AKO MAGSULAT SA MINOR DEFECT RECORD, PERU AWARE PO AKO  
 NA KAILANMAN ISULAT SA MINOR DEFECT RECORD KAPAG MAY  
~~MINOR REPAIR NAKALIMOT LANG PO AKO.~~  
 SA SUSUNOD PO NA MARA-ENCOUNTER AKO NI  
 MINOR REPAIR AY TATANDAAN ED NA PO ISULAT SA MINOR  
 DEFECT RECORD.

## Remarks/ Evaluation:

Please give corresponding penalty [Signature]

Regio  
 C. REGIO  
 Signature of Employee  
 Date: 9-26-19

[Signature]  
 Jr Staff  
 Date: 9/26/19

[Signature]  
 J. Niñas  
 Staff  
 Date: 09/26/19

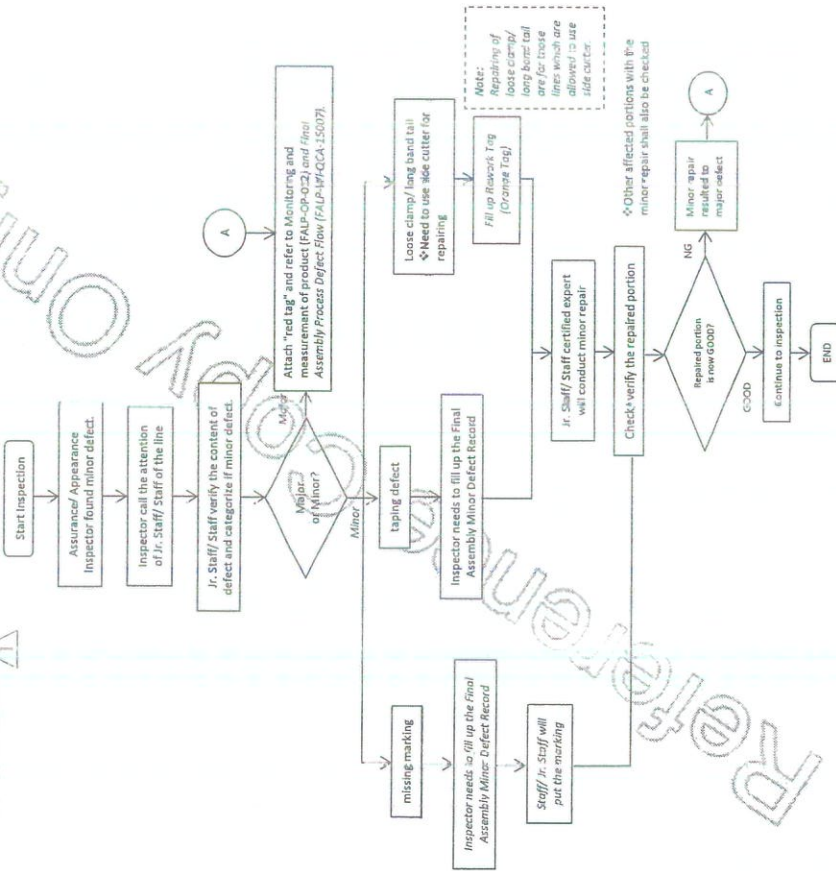
[Signature]  
 Supervisor  
 Date: 9/26

[Signature]  
 Manager  
 Date: 9/26



<b>FAS</b> FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.	
Title:	
Classification:	Guideline
Issued by:	QA Department
Document Controlled by:	QM-SMG
Document No.:	FALP-GL-QCA-MD-011
Effective Date:	February 15, 2019
Revision No.:	1
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## 5. PROCESS FLOW CHART



<b>FAS</b> FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.	
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## Control of Minor Defect

### 6. PROCEDURE DETAILS

6.1 Inspection Process found Minor Defect.

6.2 Inspector shall call the attention of Jr. Staff/Staff if defect was encountered during inspection by the use of ANDON light

6.3 Jr. Staff/Staff shall confirm/verify the content of defect and categorize if Minor or Major Defect.

6.4 If defect is Minor, after repair was conducted, Inspector shall record the defect at Final Assembly Process Minor Defect Record.

If defect was verified as Major, attach red tag (CPA-015 Defect Tag Final Assembly Process) and refer to Monitoring and Measurement of Product (FALP-OP-012), and Control of Nonconformities, Corrective and Preventive Action Procedure (FALP-OP-003).

6.5 Only authorized Jr. Staff/Staff shall conduct repair of Minor defect at Inspection table. Certified Expert is also allowed to conduct repair on inspection table but limited on taping repair and missing markings only.

NOTE: If the Jr. Staff/Staff was assigned as inspector, he/she is not allowed to conduct minor repair on the harness under inspection.

- For taping repair, only additional taping repair is allowed to be done at Inspection table. Jr. Staff/Staff/ Certified Expert are allowed.

After taping repair was conducted on harness, Inspector needs to fill-up properly QCA-008 Final Assembly Process Minor Defect Record and shall check/verify the following items thru Inspection Board/ Master sample harness:

- Proper arrangement of branches on the affected portion.
- Correctness of taping applied on affected portion.
- Dimension of the repaired and related portion where the repair is conducted.

- For missing marking, application of marking after checking actual condition of harness/ parts to be applied with marking is allowed to be done on inspection table. Jr. Staff/ Staff/ Certified Expert are allowed.

Inspector need to fill-up properly QCA-008 Final Assembly Process Minor Defect Record and shall also check/ verify the following thru Inspection Board/ Master sample harness after marking was applied on harness/ parts: