



## RE-TRAINING FOR JR. STAFF

Full Name:	(Last Name) <u>CHRISTIE</u>	(First Name) <u>EVELYN</u>	(M.I.) <u>P.</u>	Date:	<u>8/21/20</u>
I.D #:	<u>14-01036</u>			Batch #:	<u>77</u>
Position:	<u>JR. STAFF</u>			Line # / Group:	<u>3123 / 1000 D</u>
SCORE: <u>6/6 = 100%</u>			EVALUATION: <u>PASSED</u> <u>FAILED</u>		
NOTE: PASSING RATE IS 100%					

Essay questions.

1. What is your idea about abnormality?

abnormality - state that is different from usual condition.

2. Write down some examples of the possible defects that you might encounter in the production.

Damaged Connector	Cross wire	Wrong used of wire
Wrong terminal	too	Damaged parts
Missing airbag cord	short dimension	Wrong wiring link
Expose wire	long dimension	Wrong parts

3. What are you going to do when you encounter abnormality in inspection process? Please write down the steps.

1. Stop the operation
2. Push the redon light to call the attention of JR. Staff
3. Click the NG button on the IRCS
4. Fill up the Final assembly Inspection Record and put it
5. Fill up the defect tag and details of defect
6. If there is a pass tape remove it and stick at the back of the red tag
7. Attached the Red tag on the defect portion
8. Give the defect product to the Jr. Staff to bring to the repair area

As a leader how will you perform your part in the "Quality Fullwork System".

If NG occurs, JR Staff will verify the problem, reset the redon light and conduct meeting. Bring the defective to the repair area. Conduct rechecking conduct investigation, make an immediate action and formulate counter measure

4. What are the possible effects if defective wire harness is fitted in the car?

When there is exposed wire when touched to metal part it can cause short circuit. When there is damaged connector it cannot properly fit into the car. If there is crosswire it can cause car fire and explosion

5. What will happen in the company if there are lots of customer claims?

If there are lots of customer claims, customer will stop ordering business to our company and worst all of us will have no work.

6. What is the meaning of "Always think that the next process is the customer."?

The meaning of always think that the next process is the customer is to ensure that our quality of work and our product is always in good quality.

**SURVEY FORM**

**What are the main reasons why Associate or Expert & Jr. Staff (SL/LL) are tempted to oppose the Standard Operational Procedure in their area causing defective products in the line?**

*Ano ang mga pangunahing dahilan kung bakit ang mga Associate or Expert & Jr. Staff (SL/LL) ay natutuksong hindi gawin ang Standard Operating Procedure sa kanilang linya na nagiging sanhi ng mga sirang mga produkto sa linya?*

**Please choose five category why Associate or Expert & Jr. Staff are tempted to oppose the "SOP". Write the number from 1~5. (top 1 means the main reason)**

*Mangyaring pumili ng limang katagorya para sa mga pangunahing dahilan kung bakit ang mga Associate or Expert & Jr. Staff (SL/LL) ay hindi gawin ang "SOP". Isulat ang numero mula sa 1~5. (Top 1 ay nangangahulugan na ang pangunahing dahilan)*

☒ **1 Due to delay operation**

*Dahil sa pagkaantala ng operasyon.*

☐ **Unwillingness to do their job.**

*Hindi interesado sa kanilang trabaho*

☒ **4 Always think that quantity must comes first.**

*Laging iniisip na ang BILANG ang dapat na mauna.*

☐ **Because they want to.**

*Dahil gusto nila.*

☐ **Because they find the company/management not worthy to be followed of.**

*Dahil sa tingin nila ay hindi kasunod-sunod ang mga patakaran ng kumpanya at ang mga nangangasiwa nito.*

☒ **5 They find the SOP hard to follow.**

*Nahihirapan silang sundin ang mga SOP.*

☐ **Unaware of the penalties that will likely to be given after every violations**

*Hindi nila alam ang mga posibleng parusa sa bawat pagsuway na kanilang ginagawa.*

☐ **Management tolerates their acts.**

*Hinahayaan/Kinokonsente ng mga namamahala ang kanilang mga maling gawain.*

☐ **Different instruction of the superior.**

*Paiba-iba ang tagubilin ng superior.*

☐ **Unaware of the "SOP"**

*Hindi aware sa "SOP"*

☒ **2 To be able to target the production efficiency.**

*Para makamit ang production efficiency*

☒ **3 As seen from other co-workers.**

*Nakikita sa kapwa empleyado.*

**Others (Pls. specify)**

*Everlyn Austin*

**SIGNATURE OVER PRINTED NAME**

*9/21/20*

**DATE**

## PLEDGE OF OBEDIENCE

Ako si, Everlyn P. Austin, nagtatrabaho bilang JR - Staff ay nangangako na

(Sabihin ang pangalan)

(Sabihin ang Posisyon)

ako ay susunod sa mga panuntunan at regulasyon ng FALP, sa pagtupad ng aking tungkulin at responsibilidad bilang isang responsable, mahusay at epektibong miyembro ng aking linya, grupo, departamento at ng buong FAS Company. Ako ay nangangako na gagampanan ko ang aking trabaho gayundin ang mga gawain na ibinigay sa akin ng akin superyor ng may mataas na konsiderasyon sa mga standard operating procedures at hindi kailanman ikukumpurmiso ang pangangailangan ng kustomer, kalidad ng produkto at kaligtasan ng bawat empleyado.

Everlyn P. Austin  
Lagda sa ibabaw ng pangalan

8/21/20  
Petsa