

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

### MEMORANDUM NO. HRADM

TO

: 18 PK27124

NAME

Hernandez, Nelian Garcia

**FROM** 

: PKIMT Management

SUBJECT

: Notice for Suspension

No. of Offense

: 1st offense

DATE

October 18, 2019

| PKIMT         | ACKNOWLEDGENIERT FORM             | - |
|---------------|-----------------------------------|---|
| cc            | OMMENTS/ ASSESMENT                | - |
| No. Offense:  | 1 day                             |   |
| 11/4/         | lia                               |   |
| _             |                                   |   |
| Line (512     | 4/B OA                            |   |
| ACKNOWLEDGE B | v: Bah                            |   |
| MANAGER       | Signature Over Printed name/ Date |   |

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

9/18/2019

to name:

Hernandez, Nelian Garcia

Violation Offense No.

### OFFENSES AGAINST COMPANY INTEREST

Section No.

10

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:

### Not following SOP 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.

18 PK27124

NOTED BY:

PKIMT Management

Conforme:

FURUKAWA - Production Operator

NELIAN G.

(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

### MEMORANDUM NO. HRADM

TO

: 18 PK27124

NAME

Hernandez, Nelian Garcia

FROM

: PKIMT Management

SUBJECT

: Notice to explain

No. of Offense

: 1st offense

DATE

18-Oct-19

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

18-Sep-19

to name: Hernandez, Nelian Garcia

Violation Offense | V

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NOTED BY:

PKIMT Management

**FURUKAWA - Production Operator** 

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

# I ALERT WRITTEN EXPLANATION

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Issue Penalty

Signature of Employee
Date: 09-11-19

J. Payawan Jr Staff Date: 9 77 9

F-Racasi Staff Date: 9/27/19 Supervisor Date: 10-3-19

Manager Date: 10-3-17

# Final Assembly Assurance/Appearance Inspection Process

OF

WORK INSTRUCTION

FALP-WI-QCA-15005 DOCUMENT TYPE:

Feb-23-2019

Master Sample, Registered Ballpen, Daily Checksheets

ALL

Quality Assurance Inspection Board; IRCS; Passtape Supplying Machine

Final Assembly Process Quality Assurance Inspection QCAOB Final Assembly Preses. The transmitted from the control of t

Supervisor FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-16003, FALP-WI-QCA-15007 ZZR-025-E

Department Manager Section Manager Assistant Manager



1. For preparation, conduct STs is inspection area and check the condition of inspection board and master sample base on the MEI-655F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record

1.1 Check also the condition of sools and materials using forms of ME 369F1 Daily Inspection Record of Measuring Tapes and QCA-CE Appearance/ Assurance Daily Checksheet of Tools and Materials. 1.2 After filling-out all delily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets reter to FALP-GL-QCA-LS-143 Proper Treatment on Lacking Harness and if there is no lacking harness, log in to IRCS using own QR code

1.3 Get the harmess from the hanger/polytainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable). NOTE 1: In case line has no master sample or the master sample was ir no good condition, inspector will use Daily Sample provided far QA/PD It. Staff/Scaff. Daily Sample Card must be attached on the daily sample harness. Refer to A.P-GL-FGI-16003 Control of Master Sample NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection



ection Board and barcode the Lay out the wire harness into the Insp

Note 1: Must layout one (1) harness at a time.

Note 2: For those products without nameplate, barcoding are not

Note 3: Inspector must update the product label card based on the actual product number running on inspection.

ent products. ent inspection Note 4: In case of lacking set, finished first the curre before starting acking harness to avoid mixing diffe



ard of the harness for inspection. 3. Get the co

Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.

# 4.1 Inspection flow/procedure for product which are required to carcode the polycard in polybox.



4.1.1 Sign the polycare as indication of person who per set/put the polycard in polycard holder of the polybox

Note 2. For harness that will undergo First Good inspection refer to Note 1. Write also all the required mersing fex. marking for custs audit claim] in polycard before setting to polycard holder in appl Note 3: Check the plastic OI nO: ZZZK-025-E

994 polycard holder. Ensure that there is no dirt or marking on it. (refer in Good and No good



and Preventive Action for encountered problem/ abnormality during Items Check Sheet of product and performing point to point system nformities, Correcti 4.1.2 Proceed to Inspection Process based on PPG-001 Inspec of inspection. Refer to FALP-OP-COS Quality Assurance Prepar for New Product, FALP-OP-012 Monitoring and Measureme Product and FALP OP-003 Control of Nonce inspection.

the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FAIP-WI-QCA-15007 Final Note: In case inspector found NG or abnormality, STOP



4.1.3 Push the button for pass tape and attach to the harness



4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance /Apperance Inspection.

Characteristics:

A Assurance Inspection (MAZDA)