

silicon



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 : 13_1601979
NAME : Punzalan, Angelin Ricafort
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : January 20, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 1 day suspension 11/2/2020 Feb 12
Noted by:	[Signature]
Line/Shift	Subary Intail - B
ACKNOWLEDGE BY:	[Signature] / 1-29
MANAGER	Signature Over Printed name Date

This refers to the alleged offense(s) you have committed at 11/14/2019 to name: Punzalan, Angelin Ricafort

Violation Offense No. V

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 Silicon Injection

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] 1/20/2020
PKIMT Management

Conforme: [Signature]
13_1601979

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

MEMORANDUM NO. HRADM

TO : 18_PK28361
NAME : Punzalan, Angelin Ricafort
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 21-Jan-20

This refers to the alleged offense(s) you have committed at 14-Nov-19 to name: Punzalan, Angelin Ricafort

Violation Offense | V

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

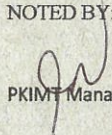
Description :

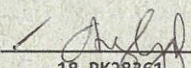
Not following SOP in Silicon Injection

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

18_PK28361

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-3208

☒ AGENCY

Please Specify: PKINT

<u>P. R. Montorez</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Punzalan, Angeline
 Position: Associate
 ID Number: 18-PK28361
 Batch No.: 240
 Car Model/Line: Subaru Initial

Process: Silicon Injection
 Group/Shift: MS/B
 Date/ Time: 11-14-19 / 9:42 PM
 No. of Offense: 2nd offense
 Superior Name: B. Espiritu

Audit Findings: Not following V.O.P

Details: Manual dip in silicon injection.

WRITTEN EXPLANATION

Na Audit po ako dahil Hindi po ako Nag
 sop: Standard operation process. norami po kc kme ng
 Siu silicon at ng wire at tambakan ng gras na yan
 may Bumper po kc kme. E bka po kc madbutan ng
 Later Mahuli po ako ng I-ALERT Na skip ng process sa pamamagitan
 ng ung wire ko po ay isinawalan ko po sa Hardening film para po mapadali ang process.
 Hindi na lang po mauulit. Nag SOP na
 po ako, "Standard operation process."

Remarks/ Evaluation:

Written

Issue penalty based from Handbook

<u>[Signature]</u> Signature of Employee Date: <u>11-22-19</u>	<u>[Signature]</u> Jr Staff Date: <u>11/22/19</u>	<u>[Signature]</u> Staff Date: <u>12/04/19</u>	<u>[Signature]</u> Supervisor Date: <u>12/05/19</u>	<u>[Signature]</u> Manager Date: <u>12/24</u>
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SILICON INJECTION PROCEDURE (without Dip)

CAN MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE
All Models	Tape, Wire, Cap, Silicon, Thermo Sticker, Hanger	Silicon Injector Machine; Dryer, Checking gauge, Reeling jig	OSM-10C8311 OF OSM-10C8311 Reference 2 FALP-WI-ME-S-213
FORMS	PURPOSE	SCOPE	
OSM-10C8311 Form 1, MEI-046F1, Daily Inspection Record of Silicon Injectors for Concentrated Joints (Type C, Type C-1, Type C-2 & Type J)	To properly perform the silicon injection process	Initial Process	
<p>1.1 Check the hanger and its actual wire. Note: If weld wire total diameter is 5.054 or over, leave 10x or over after welding before applying silicon. 1.2 Do the machine checking (Refer to FALP-WI-ME-S-213). Note: Daily inspection of Machine will be performed by operator and equipment personnel. 1.3 Fill up the necessary information on check sheet (MEI-046F1).</p> <p>2.1 Prepare the silicon to be use (SKE3494 (Grey)). Check the expiration date indicated on the cartridge. Note: Follow the instruction below on how to prepare the silicon (SKE3494 (Grey)). 2.2 Check the silicon injecting amount using jig. Note: Good condition must be within the limit. Attention: Directed gauge is different from cap size.</p> <p>3.1 Power on the machine and turn the knob clockwise into mass production condition. 3.2 Set the time for injection. Equipment personnel are responsible for any machine adjustment. 3.3 Open the door of the machine. Note: Try to discharge silicon twice before proceed to mass production. Set timer to 5 seconds.</p> <p>4 Set the exclusive reeling jig and the cap stated on the light drawing.</p> <p>5 Close the door of the machine. Note: The life of cap will automatically go up for silicon injection once the door was closed.</p> <p>6.1 Wait until the silicon injection was finished. Note: The life of cap will automatically go down once the silicon injection was finished. It is NG if there is spillage on other portion of cap and wire. 6.2 Fill up the necessary information on check sheet (OSM-10C8311 Form 1).</p> <p>7 Open the door and remove the cap on the jig. See Fig. 1 for core wire precluding at silicon position status. Note: Do not lean the cap. After 3 mins of machine not being used, refer to OSM-10C8311 Reference 2 to prevent silicon from hardening.</p> <p>8 Insert the shikakei immediately after injecting silicon and fix with tape. See Illustration 1 for taping of cap. Make sure that the welded part must touch the cap bottom. Note: Refer to Joint Drawing for the kind of tape to be used as different tapes are required per car make.</p> <p>9.1 Check the appearance after taping. See Fig. 2 for the Good taping method. 9.2 Put it back on the hanger (one welded wire = one c-terminal in hanger). See Illustration 2. Note: Curing time will be 1 hour after the last product for each hanger. 9.3 Put the curing time after silicon injection.</p>			

Prepared by:	Checked by:	Verified by:	Approved by:
Emmy Murrey Jr. Staff	Kileen May Miliano Supervisor	Lani Adams Assistant Manager	Pierdelo Malquez / Hironori Shirahata Dept. Manager / Div. Manager

CHECKPOINT

ILLUSTRATION 1

Under Fixing Tape

- General wire free wire (GRFUS/HFSP) - SD-PVC wire (GVUSVSH) and total wire size is below 2.0 sq. 5-6 rounds
- All hanger free wire (GRFUS/HFSP) - SD-PVC wire (GVUSVSH) and total wire size is below 2.0 sq. 5-6 rounds

Φ number	Φ dimension
Φ5	45.12mm
Φ7	51.12mm
Φ9	57.12mm
Φ11	63.12mm

Upper Fixing Tape



Cap Fixing



Fig. 1

Fig. 2

