

Date: November 6, 2019

To: Ignacio, Vinnalyn M.

EN No.: EN69-1251

No. of Offense: 1<sup>st</sup> offense

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on September 19, 2019. You hereby allegedly violated:

**One Source Code of Discipline Section 3.2. Use of Company Property**

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

In line with the violation, this memorandum will serve as your

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input type="checkbox"/> (*) 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input type="checkbox"/> 3-days Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 5-days Suspension	<input type="checkbox"/> Dismissal Effective _____
<input type="checkbox"/> 7-days Suspension	<input type="checkbox"/> For record purposes only

For your reference. Thank you

Best Regards,

*JOEY S. ALFECHE*  
PROJECT SUPERVISOR

Received By:

*Vinnalyn M. Ignacio*  
SIGNATURE OVER PRINTED NAME

For Suspension use only

Date of Start of Suspension:

**COMMENDATION:**

Please issue date of suspension

*Nov. 28-28, 2019*

*Info*

SUPERVISOR

Signature over Printed Name/Date

*15*

MANAGER

Signature over Printed Name/Date

DATE: 11-06-19  
EMP NAME: Vinnalyn M. Ignacio  
POSITION: Appearance

PROJECT: \_\_\_\_\_  
EMP NO: 7169-1251 DEPT: \_\_\_\_\_  
SUPERIOR: \_\_\_\_\_

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

on [date/time] at [location, if applicable].

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3-2 use of Company Property	1st offense	2 days Suspension

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

**Employee's Explanation :**

ako po si Vinnalyn M. Ignacio support po ako noon sa 3124  
Honda TRX ako po ang nag lay-out pero hindi po ako ang nag-  
barcode ng Harness. Hindi po po napansin na hindi iya nai barcode  
ang nameplate.

Note: You may use an extra sheet as needed.

Tanigao / 11-06-19  
Employee Signature and Date

(To be filled up by One Source HR only.)

**Superior's Recommendation :**

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the \_\_\_\_\_ provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Written Warning             | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 2-day Suspension | <input type="checkbox"/> Dismissal                                  |   |
| <input type="checkbox"/> 10-day Suspension           | <input type="checkbox"/> For Further Investigation                  |   |

Noted by: FUR- GRACE GUTIERREZ  
Manager, HR & Admin. Department

JOEY S. ACOTE 11-06-2019  
Immediate Superior (Signature over Printed Name)

**1. Proper way for erasures**

12335  
123434 Correction signature  
2 lines

**2. Standard way of writing date.**

ex: 2010-07-14 (year-month-day)



☐ FAS

Control No: FALP-1A-1909-1328

☒ AGENCY

Please Specify: ONE SOURCE

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

Name: Ignacio, Vinnalyn  
Position: Associate  
ID Number: ENG-1251  
Batch No.: 078  
Car Model/Line: Honda TRRA 13124

Process: Appearance  
Group/Shift: A/Os  
Date/ Time: 9-19-19 / 6:30PM  
No. of Offense: 1st  
Superior Name: R. Capistrano

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

Details:

Inspector did not follow barcode first before inspection

Inspector did not follow the proper way of checking connector

### WRITTEN EXPLANATION

Naq-Support po ako sa line busy bale dalawa po kaming appearance  
Halang naq-inspect po ako ng portion ko nakita ko po na hindi  
makabarcod kasi akala ko po na-parcode na ng kasama ko nauna po  
kasi syang mag-inspect at sya po ang mag-inspect nu name plate hindi ko  
po alam na hindi po pala nya na-barcod napansin ko na lang po  
ng tags na ako mag-inspect at maglagay na ng passed tag.  
Dun naman po sa pag compare nu connector sa master sample  
hindi ko po natagis ang dalawang connector na icompare.  
Kasi natatagis o natatagis na compare ko naman sa master sample.

Remarks/ Evaluation:

Issue Penalty

Ignacio  
Signature of Employee  
Date: 09-26-19

R. Capistrano  
Jr Staff  
Date: 09/26/19

Juan  
Staff  
Date: 9/26/19

Appearance  
Supervisor  
Date: 9/26/19

MS  
Manager  
Date: 10/7



# Final Assembly Assurance/Appearance Inspection Process

WORK INSTRUCTION

1.01

Feb-23-2019

DOCUMENT NO.	REVISION NO.	APPROVAL	Prepared by:	Checked by:	Verified by:	Approved by:
FALP-WI-QCA-15005	5					

FORMS	DEVICES/AUXILIARY TOOLS	REFERENCE	Prepared by:	Checked by:	Verified by:	Approved by:
QCA-023 Appearance/ Assurance Daily Checklist of Tools and Materials; QCA-007 Final Assembly Process Inspection Record; QCA-019 Final Assembly Process Internal Defect Monitoring; QCA-024 Appearance/ Assurance Lacking Sets Monitoring Form; MEI-0581 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-2); MEI-0582 Daily Inspection Record of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-001 Inspection Item Check Sheet	Quality Assurance Inspection Board; IRCS; Passtape Supplying Machine	FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-16003, FALP-WI-QCA-15007, ZZK-025-E	Supervisor	Assistant Manager	Section Manager	Department Mgr.



1. For preparation, conduct 5'S in inspection area and check the condition of inspection board and master sample base on the MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of MEI-059F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/ Assurance Daily Checklist of Tools and Materials.  
1.2 After filling-out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer 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 harness from the hanger/polymer 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 in no good condition, inspector will use Daily Sample provided by QA/PO Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-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.

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



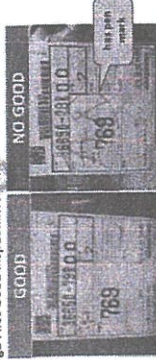
4.1.1

4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polybox.

Note 1: Write also all the required marking [ex. marking for customer claim, dock audit claim] in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo First Good Inspection refer to OI NO: ZZK-025-E

Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. (refer in Good and No good condition beside)



4.1.2

4.1.2 Proceed to Inspection Process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

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



4.1.3

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




4.1.4

4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance /Appearance inspection.


Characteristics: A Assurance Inspection (MAZDA)




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