

# INCIDENT REPORT FORM

ID Number: <b>14-02204</b>	Complete Name: <b>Mendoza, Maricel B.</b>	Section: (PPET/SWAT) Production Swat Final	Date of Incident: <b>March 12, 2019</b>	Date Issued: <b>March 26, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

## INCIDENT REPORT

### VIOLATION:

On March 12, 2019 it was reported that you were allegedly caught in the act doing half insertion on sub assy process with product no: SSG/TSN10-20F P/ civus 0.75 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until April 2, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 3 which states Non-compliance on INSERT-PULL method.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> offense.

(Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

### FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
Issued by: <u>A. Saludo 4/1</u> A. SALUDO Immediate Superior Signature over Printed Name	Noted by: <u>[Signature]</u> LEW MANAGER Signature over Printed Name	Received by Employee: <u>M. Mendoza</u> MARICEL B. MENDOZA Signature over Printed Name	Date Received: <u>04-01-19</u>	

Part 2: (To be filled-in by concerned employee)

### EXPLANATION

See Attached Sheet

Ako po si Maricel B. Mendoza ng Final SWAT ay na-audit ng I-Alert ng Advance half insertion. Hindi po ako Aware at na-inform na bayal po pala ang ganung uri ng proseso. Matagal-tagal na din po akong nakakapagsupport sa line ng VPI S120 merge (sub-Assy) Lage ko na pang giragaxia ang ganung uri ng proseso. (Advance half insertion). ngunit bakit ngayon na lamang po ako naudit ng ganun. Sana po ay magkaroon kami ng sapat na informasyon sa mga dapat at hindi dapat gamitin sa isang proseso.

<u>M. Mendoza</u> MARICEL B. MENDOZA Employee Name Signature over Printed Name	Date prepared: <u>4/1/19</u>	<u>A. Saludo</u> A. SALUDO Explanation received by: Signature over Printed Name	Date Received: <u>4/1/19</u>
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# I ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1903-182

☒ FAS ☐ MDHII  
☐ PKIMT ☐ ADD EVEN

*[Signature]*  
Cabugao  
Audited By: *[Signature]*  
Magadia  
Noted By:

Name: Maricel B. Mendoza Process: Sub Assy  
Position: Associate Group/Shift: A/NS  
ID Number: 14-02204 Date/Time: March 12 2019/12:05  
Batch No.: 39 No of Offense: 1st  
Car Model/Line: Suzuki YD1/S120 Superior Name: J. Matibag

Audit Findings: Non-compliance on Insert Pull method

Details: Caught in act doing half insertion on sub assy process  
SSG/TSNIO-20F P/ CIVUS 0.45

## WRITTEN EXPLANATION

Ako po si Maricel B. Mendoza ng Final Swat ay na-audit ng I-Alert ng Advance half-insertion. Hindi po ako aware at na-inform na bawal po pala ang ganung uri ng proseso. Matagal-tagal na din po akong nakakapag-support sa line ng YD1/S120 merge, (Sub-Asay) laging ko na pong ginagaya ang ganung uri ng proseso (advance half insertion), ngayon bakit ngayon lamang po ako na-audit ng ganung. Sana po ay magkaroon kami ng sapat na impormasyon sa mga dapat at hindi dapat gawin sa isang proseso.

→ Our process is INSERT - PULL.

→ We do not have that kind of process: Advance half insert → INSERT → PULL?

→ This is not our standard!

Please Issue I.R

## Remarks/ Evaluation:

7 Already give written explanation

7 the concern associate not aware that kind of Audit due to (her aware) miscommunication between the supervisor and associate, but we already aware and orient the proper way of insertion of

shikake

<i>[Signature]</i> MARICEL B. MENDOZA Signature of Employee Date: <u>03-18-19</u>	<i>[Signature]</i> DONNA O. LAJAP Jr Staff Date: <u>03-18-19</u>	<i>[Signature]</i> J. Matibag Staff Date: <u>3/18/19</u>	<i>[Signature]</i> M. Mani Supervisor Date: <u>3-19-19</u>	<i>[Signature]</i> K. Mani Manager Date: <u>3/19/19</u>
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3/26

Suzuki YD1  
March 12 2019/12:05  
5120/Sub assy  
A/NS  
J.Malibag  
Details

Picture

Action Taken



Non-compliance on INSERT PULL  
method  
Caught in act doing half insertion on  
sub-assy process.