



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\_PK26751  
NAME : Aquitania, Jessa Milo  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 21, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day
	10/21/19
	11/10/2019
	SS123/A
	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Aquitania, Jessa Milo

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 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.

**NOTED BY:**

PKIMT Management

Conforme:   
18\_PK26751

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\_PK26751  
NAME : Aquitania, Jessa Milo *Jessa Milo*  
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 19-Sep-19 to name: Aquitania, Jessa Milo

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

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This is for your guidance and strict compliance.

NOTED BY:

*JM*  
PKIMT Management

Conforme:

*Jessa Milo*  
18\_PK26751

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1909-1322

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AGENCY

Please Specify: PKIMT

<u>W. Reyes</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Aquitania, Jessa  
 Position: Associate  
 ID Number: 18-PK26751  
 Batch No.: 230  
 Car Model/Line: Suzuki 401/5123

Process: Appearance  
 Group/Shift: A105  
 Date/ Time: 09-19-19 11:25 AM  
 No. of Offense: 1st  
 Superior Name: A. Lamonte

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

Inspector did not compare actual harness to master sample

## WRITTEN EXPLANATION

Ako po si Jessa Aquitania ay na audit dahil sa hindi pagsumod sa tamang proseso ng pag-inspect sa kadahilanan pang hindi po ako narangay ng tamang pag-inspect lalo na po sa mga connector pero ng point to point namap po ako at ginagawa ang tamang checking ng connector subalit hindi ko lang po mapansabay ang actual sa master sample lalo na po kung tambalan milihirapan po akang icompare lab na po sa mga nakaconnect at naka option.

## Remarks/ Evaluation:

Already give written explanation.

Orient the responsible of Appearance inspection and the proper point to point system.

Issue Penalty

<u>J. Reyes</u>
Signature of Employee
Date: <u>10-02-19</u>

<u>J. Reyes</u>
Staff
Date: <u>10-02-19</u>

<u>J. Reyes</u>
Staff
Date: <u>10-02-19</u>

<u>M. Torres</u>
Supervisor
Date: <u>10-02-19</u>

<u>G. Magadia</u>
Manager
Date:



# Appearance Inspection Process


DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-PRD-IP-007		WORK INSTRUCTION REVISION NO.: 4	PAGE NO.: 1 OF 1 EFFECTIVITY DATE: NOV-06-2018
APPROVAL		Prepared by:	Checked by:
VERIFIED BY:		APPROVED BY:	
FALP-WI-QCA-15007		Gene Rose Perry Supervisor	Eugenio Collado Department Manager
FALP-WI-QCA-15007		Hironori Shikahata Division Manager	

CAR MODEL	MATERIALS	DEVICES/ EQUIPMENT USED	SCOPE	PURPOSE
All	Appearance Inspection Board, Master Sample, Harness, Black Zebra Ballpen	IRCS, Barcode Reader, Passed Tape Dispenser	Final Assembly Process	To serve as a guide for appearance inspection process


  

<p><b>MEI-05F1</b> Daily Check Record for Dimension, Appearance, Assurance Inspection Board, QCA-007 Final Assembly Process Inspection Record, FGI-007 Master Sample Daily Inspection Record, QCA-009 Details of Defect</p>	<p><b>FOR F1</b></p>
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**Step 1.** Conduct checking of inspection board and fill up MEI-05F1 Daily Check Assurance Inspection Board.



**Step 2.** Conduct checking of master sample and fill up FGI-007 Master Sample Daily Inspection Record

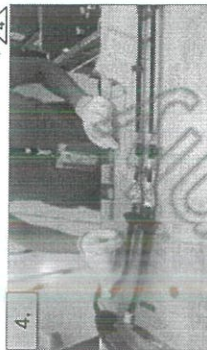
Note: Master sample checking is being conducted for every change product per shift.



**Step 3.** Fill up information of harness into the QCA-007 Final Assembly Process Inspection Record


Note: Proper Timing of using QCA-007 Final Assembly Process Inspection Record

- Initial Mass Pro: 1 month use
- Mass Pro with IRCS: No need to use
- Mass Pro without IRCS: Still need to use




**Step 4.** Layout product on top of master sample

Note: The mass with yellow tag is the master sample.




**Step 5.** Barcode product and master sample using IRCS barcode reader.



**Step 6.** Proceed to inspection process, perform point to point system, compare the harness using master sample and check important points by referring to appearance inspection table.

Note:

- Check the condition of each terminal, connector, and other components, exposed wire, correct type of taping, orientation of components, and proper branching.
- If more than 2 inspectors, follow the division of workload.




**Step 7.** If the products judged as GOOD:

- press green button to dispense pass tape
- stick the passed tape near the nameplate
- conduct penmarking on passed tape

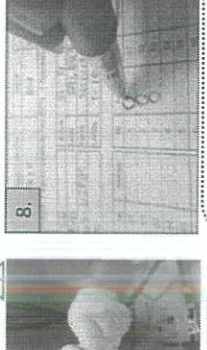
Note:

- For some lines passed tape is automatically dispense after an inspector finish checking the function required on IRCS
- Penmarking b) and c) are only applicable to lines using passed tape
- Pen marking serves as a confirmation for the presence of passed tape
- If encountered defect follow FALP-WI-QCA-15007 Final Assembly Process: Defect Flow and fill up QCA-009 Details of Defect




**Step 8.** Record to QCA-007 Final Assembly Process Inspection Record.

Note: Refer to step 3 for Proper Timing of using QCA-007 Final Assembly Process Inspection Record



**Step 9.** Pass the Harness to the next process. (QA Inspection)



**Step 10.** Pass the Harness to the next process. (QA Inspection)

**WARNING**

- Call the attention of concerned personnel and report any abnormality in machine or process.
- Always turn off the machine/equipment when not in use and when encountered abnormality.
- Wear proper PPE. Refer to FALP-GI-ESH-18006 Personal Protective Equipment (PPE)