



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

NCC

INCIDENT REPORT FORM

511 / 08

ID Number: 15-02958	Complete Name: Jaen, Lovely M.	Section: Suzuki Final	Date of Incident: December 5, 2018	Date Issued: December 21, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On December 5, 2018 it was reported that you were allegedly caught in the act conducting advance insertion with 3 wires already inserted on connector DSL-1F with Product No: 36630-80P00, color of wire: gray joint wire as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 5, 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 1st 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 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: LOVELY M. JAEN Signature over Printed Name	Date Received: 01-03-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Lovely M. Jaen ay nahulihan ng I-Alert na nagadvance insertion. Ung time na po un eh subrang delay na po ko nun. Ndi ko na po napansin na nag pull ok ang P.C kase po nung time na un hang din ang P.C kaya nag proceed ako sa next insertion. Ndi rin po isang sub PC ang hinalawakan ko ng oras na un.

LOVELY M. JAEN Employee Name Signature over Printed Name	Date prepared: 01-03-19	 Explanation received by: Signature over Printed Name	Date Received: 1/7/19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐

Verbal Warning

☐

Written Warning

Major Offense

☒

Suspension

☐

Dismissal

Result of Investigation:

Associate was advise to follow sop in checking sub pc insertion details time to time. Report any abnormality such as pc hang up

RECOMMENDATION / CORRECTIVE ACTION

Suspension

1

Workings Days

Date from

01/26/19

to

2/12/19

Date Returned to work

01/23/2019

Dismissal

Effective Date:

Offenses Against:

1/20-2/13/19

Remarks:

Issued by:

[Signature]
ELSA SANCHEZ
Immediate Superior
(Signature over Printed Name)

Recommended by:

[Signature]
K. GARCIA
Section/Department Manager
(Signature over Printed Name)

Approved by:

[Signature]
N. AGNO
Human Resources
(Signature over Printed Name)

Noted By

[Signature]
M. GARCIA
President
(Signature over Printed Name)

Date:

04/01/2019

Date:

1/7/19

Date:

Date:

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

Employee Signature over Printed Name:

Date Received: 02-17-19

I ALERT WRITTEN EXPLANATION



FAS



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PKIMT



ADD EVEN

Control No: ¹²⁻5-22-~~20~~18

Audited By:	Noted By:

Name: LOVELY M. JACEN
 Position: ASSOCIATE
 ID Number: IS-02958
 Batch No.: 67
 Car Model/Line: SUZUKI / 5111

Process: SUB ASSY
 Group/Shift: A / NB
 Date/ Time: DEC 05 2018 / 2:00
 No of Offence: 1st
 Superior Name: A. Aveliano

Audit Findings: Non compliance on Insert Pull Method

Details:

CAUGHT IN ACT ADVANCE INSERTION 3 WIRES ALREADY INSERTED OF 3 SAME CONNECTOR-
PRODUCT: 36630-80PDD
CONNECT: DSL-1F
WIRE COLOR: GRAY JUMP WIRE

WRITTEN EXPLANATION

Ako po si Lovely M. Jacen ay nahalihan ng I-Alert na nag advance insertion. Dmg time na po un eh subrang delay na po ko nun. Ndi ko po napapanan na nagpull ok ang P.C kase po nung time na un naga hang ang P.C kaya nag proceed ako sa next insertion at sa ulo ko na din po ang lahat ng insertion. Ndi rin po isang P.C ang hinahawakan ko ng brns na un.

Remarks/Evaluation:

Please Issue I.R

12/11

Signature of Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>12/06/18</u>	Date: <u>12/06/18</u>	Date: <u>12/07/18</u>	Date: <u>12/7/18</u>	Date: <u>12/11/18</u>