



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: <b>14-01415</b>	Complete Name: <b>Magbayao, Lorna D.</b>	Section: <b>Suzuki Final</b>	Date of Incident: <b>October 10, 2018</b>	Date Issued: <b>February 2, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On October 10, 2018 it was reported that you were allegedly caught during viewing of CCTV, attaching STU on harness in appearance process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 18, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No.1 which states Unauthorized/hidden repair excluding usage of prohibited extraction tool.

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
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Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  LORNA D. MAGBAYAO Signature over Printed Name	Date Received:  Feb 5, 2019
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Ako po si Lorna Magbayao ng line size na Expert ay nagpahit ng soft tape ng master sample na curvud na iurun na produci sa kadahitahan po na sirang po ang soft tape nito kung kaya pinalitan ko po ito upang may magamit na maayos ang Appearance Inspector at para hindi na din po ma-audit at ng time po na yun talaga po ako ay nagpapahit ng STU at upang lagyan din po ng clear tape na pang cover sa STU para di na po madamaged.

Sarusunod po ay lagyan ko na po ng red tag at dadalhin ko na po sa repair Area, at dun na po ipagayus.

 LORNA D. MAGBAYAO Employee Name Signature over Printed Name	Date prepared:  Feb 5, 2019	 Explanation received by: Signature over Printed Name	Date Received:  2/6/19
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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:

Not aware on the rule of changing defective parts of master sample.  
Explained to her the proper flow.

## RECOMMENDATION / CORRECTIVE ACTION

Suspension

2 Workings Days

Date from

2/26

to

2/28

Date Returned to work

2/28

Dismissal

Effective Date:

Offenses Against:

3/7

3/9

Remarks:

Issued by:

DARY POEL

Immediate Superior  
(Signature over Printed Name)

Recommended by:

R. W. K. M. E. C. A. A. A.

Section/Department Manager  
(Signature over Printed Name)

Approved by:

M. J. A. G. N. O. M. K. E. A. T. E. R.

Human Resource  
(Signature over Printed Name)

Noted By

M. J. A. G. N. O. M. K. E. A. T. E. R.

President  
(Signature over Printed Name)

Date:

Date: 2/20/19

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.

LOPANA DE MAGSAYAN  
Employee Signature over Printed Name:



Date Received:

# I ALERT WRITTEN EXPLANATION

Control No: S05-11-18

☒ FAS

☐ PKIMT

 D. Cuartero	 L. Magbayao
Audited By:	Noted By:

Name: Lorna Magbayao  
Position: Expert  
ID-Number: 14-01415  
Batch No.: 24  
Car Model/Line: Suzuki YD1/ 5120

Process: Appearance  
Group/Shift: A-11  
Date/ Time: October 10, 2018  
No of Offence: 1st offence  
Superior Name: PD-SV J. Topacio

Audit Findings: Un-authorized Repair/ Hidden Repair

Details:

- Non-compliance was caught during viewing of CCTV for Customer Claim Investigation.
- Above employee was caught attaching STU on harness in Appearance Process.
- See attached memorandum for the said non-compliance. REF. NO. HRGA-2018-04-14.





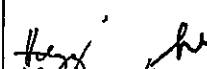
## WRITTEN EXPLANATION

Ako po si Lorna Magbayao ng Line 5120 na Expert ay nagpalid ng soft-tape na master sample na sinusubod na i-run na product sa kadahilanan po na siya na po ang soft tape nito kung kaya pindutan ko po ito upang may magamit na maayos ang Appearance Inspector at para hindi na din po ma-audit at ng time po na yun talaga po ako ay nagpapalid ng STU at naglagay din po ng clear tape na para cover sa STU para di na po madamagad. Sinusubod po ay lagayan ko na po ng red tag at dadahin ko na po sa repair Area, at din na po ipagayus.

Please Issue I.R

## Remarks/Evaluation

Checking of master sample start of the shift was not performed.  
Already informed all jrstaff above on the importance of checking condition of master sample. Instruct them to follow sop in repairing master sample.  
Assign PIC jrstaff per shift to focus on appearance related activities  
Include checking compliance in performing Daily Master Sample Inspection Review

 Signature of Employee Date: <u>Nov. 16, 2018</u>	 Jr Staff Date: <u>11-16-18</u>	 Staff Date: <u>11-16-18</u>	 Supervisor Date: <u>11-16-18</u>	 Manager Date: <u>11/20/18</u>
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