



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 : 19_PK33818
NAME : Nicolas, Ayessa *nicolas*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : June 27, 2020

ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT

Offense: 1st offense
for 1-5 days suspension
8/3-7/20

Line/Shift 002006 VP173

ACKNOWLEDGE BY: *[Signature]*
KATHERINE O. CABRERA
MANAGER Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6/2/2020 to name: Nicolas, Ayessa

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:

Shipped out Lacking Harness

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK33818

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 : 19_PK33818
NAME : Nicolas, Ayessa *Amula*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 10-Jun-20

This refers to the alleged offense(s) you have committed at 2-Jun-20 to name: Nicolas, Ayessa

Violation Offense | 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 :

Shipped out Lacking Harness

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:

Amula
PKIMT Management

Conforme: *Amula*
19_PK33818

FURUKAWA - Production Operator

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



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

WRITTEN EXPLANATION

Product No. 36902-79RA0(1)-P 59AQ35
Date Encountered defect June 2, 2020
Defect Details Shipped out lacking harness
Line Name /Shift 5117 YD1 Inpanel/ A

ANALYSIS / EXPLANATION

Nailagay agad sa paleta ang polybox kahit kulang pa ang laman.
Kapag big harness po kahit apat palang apaw na sa poly box kaya po siguro napagkamalang limang na.
Hindi tumitingin sa pc.
Nagbaril ng bagong harness at hindi nakita na nag "last politician card isn't full" ang pc.
Nag NG po ang pc at hindi na nakita ang error kaya po nakalabas na apat lang ang laman ng polycard na iyon.
Isama nadin po ang pagkadistract sa mga bagay na hindi naman dapat gawin during inspection.

COUNTERMEASURE

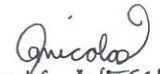
- Kung magbabarcode ng bagong harness, titingnan muna ang pc.
- Kahit hindi naka-assign sa pagre-recount, mag serelf counting padin.
- Bibilangin ng mabuti ang laman ng polybox bago ~~bag~~ maglagay ng initial name sa polycard at bago ibagay sa mga finished good.
- Tapusin muna ang pag-iinspect hanggang pagpapack at pagre-recount bago gumawa ng ibang bagay.
- Mag che-check, count at confirm na palagi.

☐ Valid

☐ Invalid

☐ 1st offense

☐ Written Explanation


NICOLAS, A. TEESA - PRINT
Signature over printed name
(Operator involved)

Checked by : S. Hornilla

Noted by : _____