



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

1101

DS

ID Number: 18-04081	Complete Name: Lacerna Myra	Section: PD3-MAZDA FINAL	Date of Incident: July 04, 2020	Date Issued: October 20, 2020
------------------------	--------------------------------	-----------------------------	------------------------------------	----------------------------------

Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On July 04, 2020 it was reported that you allegedly do non-compliance act (Conduct mass pulling during re-sub on connector) as reported by I-Alert auditor.

In view of the above, please explain in writing within ^{5 days} 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.3. Non-Compliance on INSERT-PULL method and this item shall also cover all non-compliance on the existing rules of Sub-assembly process.

The allege offense is punishable by suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.

(Please explain in writing within ⁵ 48 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"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
---	--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------

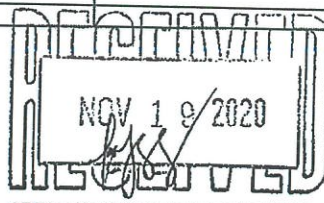
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Myra Lacerna Signature over Printed Name	Date Received: 10-27-20
---	---	--	----------------------------

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

EXPLANATION

Ako po si Myra Lacerna ay naaudit ng conduct mass pulling during re-sub on connector ~~for re-sub~~ yes - CF-W. Alam ko po na mali ang pagmamass pulling pero nagagawa ko lamang po ito dahil sa mahirap para sa akin na hilahin ang mga wire na nakainsert doon lalo na kung re-sub ito. Nagconcern na naman po ako na malili ang sheatstrip ng whired wire at mahirap - ire-pull, kaya lang po ay hindi pa magawa ng paraan. Sa ngayon po tawing makaka encounter ako ng HG Pulling ay ang SR. staff ko na po ang pinaghihila ko ng wire.

Myra ^{ML} Lacerna Employee Name Signature over Printed Name	Date prepared: 10-27-2020	 J. Mandigma Explanation received by: Signature over Printed Name	Date Received:
--	------------------------------	--	----------------




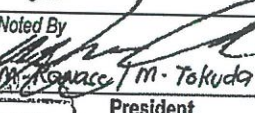


Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

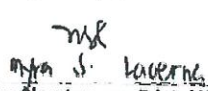
Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: She has difficulty in the process. Already feedback sheath strip condition to TSP. For monitoring			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days	Date from 12/15 to _____	Date Returned to work Dec 7 Dec 16
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By:
 Immediate Superior (Signature over Printed Name)	 Section/ Department Manager (Signature over Printed Name) 11/5/20	 Human Resources (Signature over Printed Name)	 President (Signature over Printed Name) DEC 3 2020 KAWASE Date:
Date:	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: 12/27/20

1 Myra S. Lacerna
1 12/27/20

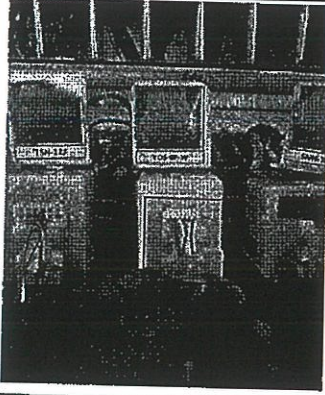
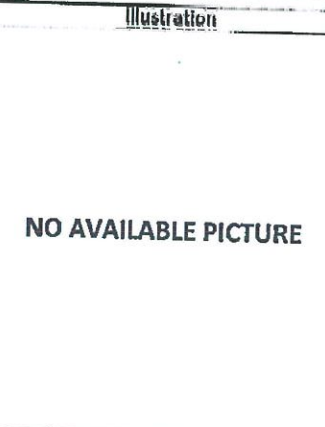


FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

R. Tabogon	J. Reyes/K. Hernandez	G. Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Mazda

Date & Time	July 4, 2020/2:00		Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Mazda J12		
Line No.	1101		
Name	Lacerna Myra		
ID No.	18 04081		
Batch No.	71		
Process	Sub assy		
FAS or Agency: specify	FAS		
Person Informed	K.Marañon		
Audited by	R.Laz		
Reason/Risk:			
Audit Details			
Not Following SOP Conduct mass pulling during re-sub on connector YPOS-6F-W			
Date & Time	July 4, 2020/2:00		Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Mazda J12		
Line No.	1101		
Name	Michelle Cuevas		
ID No.	14-01749		
Batch No.	19		
Process	Sub assy		
FAS or Agency: specify	FAS (expert)		
Person Informed	K.Marañon		
Audited by	R.Laz		
Reason/Risk:			
Audit Details			
Non-Compliance on Insert Pull Method Expert did not check the pulling method of associate during resub assy process			

QCA-097-00

EFF:10/17/19



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H. O. Mayuga

Date: 10/31/11
Time: 2:40

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Lacerna Myra S.	PD3	Associate	MS/
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				

Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

H. O. Mayuga / 11-3
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date: 11/3

Location: Mazda Control Area

Agenda:

Hearing

Attendees:

Lacerna, Myra

Details: Meeting Started:

2:40 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

she has difficulty in the process. Already feedback breath strip condition to FSP. For monitoring

For the offense committed employee Lacerna, Myra
will be given suspension of 1 day.

- Noted and fully acknowledged.

End of Minutes 3:40 pm