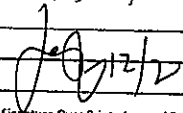




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK31614
NAME : Dula, Jason Donovan Mortell
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 27, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	107 3 days suspension 12/5, 16, 17/2019 12/16-18/2019 Mortell J
Line/Shift	DD/L 2113 - B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/18/2019 to name: Dula, Jason Donovan Mortell

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:


Attempt to use Male terminal in Loosen the screw on Sub assembly process

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: 
19_PK31614

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_PK31614
NAME : Dula, Jason Donovan Mortell
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 27-Nov-19

This refers to the alleged offense(s) you have committed at 18-Nov-19 to name: Dula, Jason Donovan Mortell

Violation Offense I 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 :

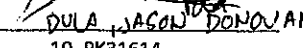
Attempt to use Male terminal in Loosen the screw on Sub assembly process

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: 
19_PK31614

FURUKAWA - Production Operator

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




FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

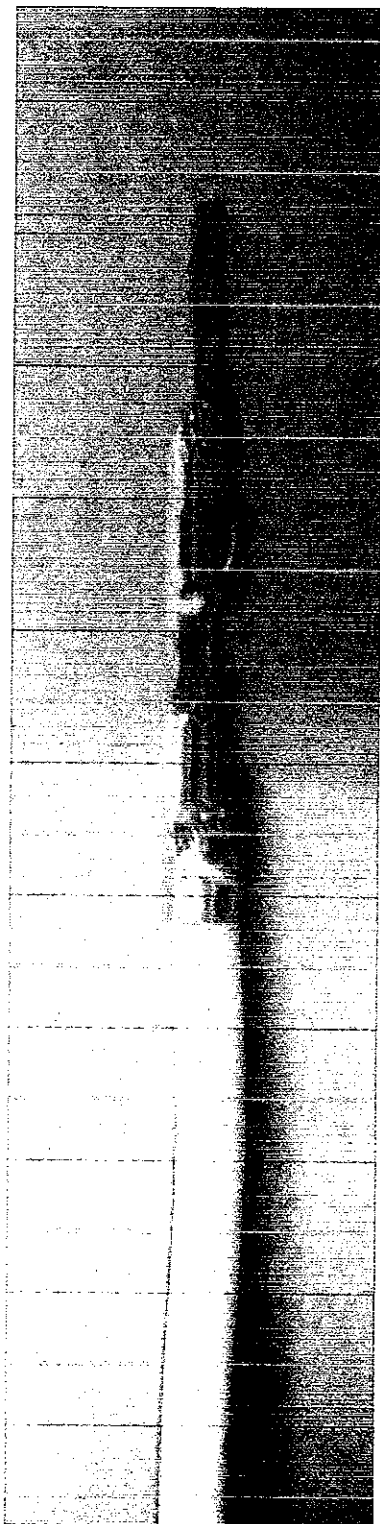
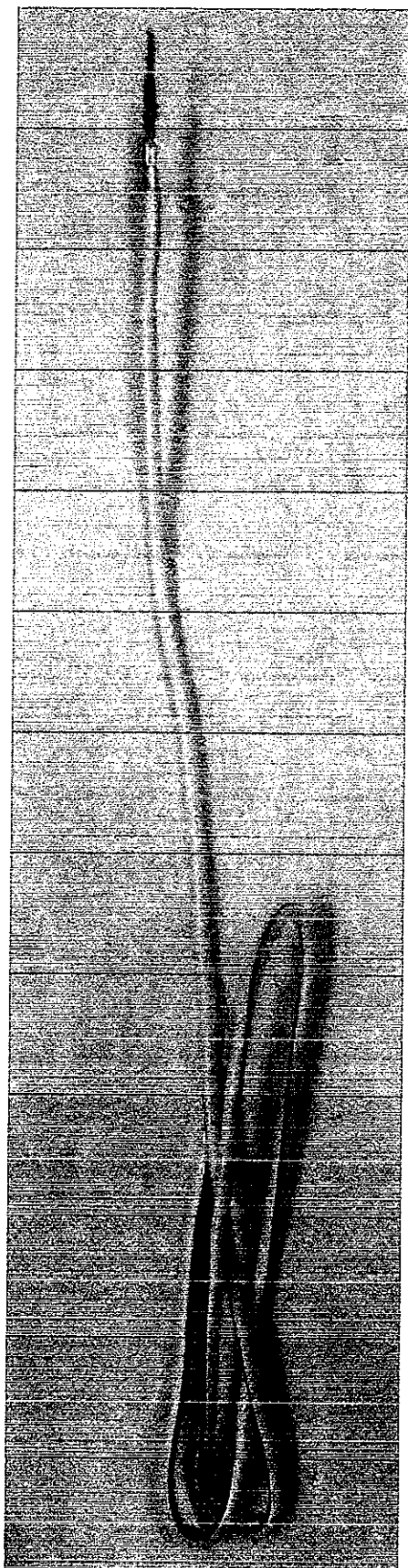
Illustration

Action Taken

Date & Time	November 18, 2019/2:30		
Shift & Group	DS/B		
Car Maker/ Model	Daihatsu D01L		
Line No.	2113		
Name	Dula, Jason Donovan		
ID No.	19PK31614		
Batch No.	259		
Process	Sub-Assembly Process		
FAS or Agency: specify	PKIMT		
Person Informed	K. Cortez		
Audited by:	M. Casama		
Reason/Risk:			
Audit Details			
<p>Not following SOP</p> <p>Associate use male terminal to loosen the screw due to over tight connector lock on sub-assembly process</p>			

QCA-097-00

EFF:10/17/19





DATE: 11/20/19

OFFENSE: NOT FOLLOWING SOP

WRITTEN EXPLANATION:

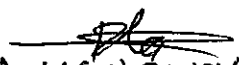
AKO PO SI JASON DULA, KAG ATTEMPT PO AKONG GAMITIN ANG
MALE TERMINAL PANG LUWAG NG SCREW NG JIG, KASI PO ITO AY
MATIGAS PISILIN PARA MATANG GAL ANG CONNECTOR SA JIG, HINDI
KO PO NAGAMIT YUNG TERMINAL, SA BIGLANG DATING NG ALERT
SA KATUNAYAN PO AY NASA ^{JR, STAFF} ~~LEADER~~ KO PA PO YUNG WIRE NA NAKITANG
HAWAK KO PARA GAMITIN, ~~SA~~ AT ITO PO AY WALANG DAMAGE

Pakit di ka nag Andon?

KAYA PO AKO AY HINDI KAGAD NAKA PAG SABI SA EXPERT AT JR, STAFF NG
ANDON AY AKO PO AY WALANG BUFFER SA KADAHILANANG BIGLANG PALIT NG
PRODUCT NA IRARAN

COUNTERMEASURE:

STOP, CALL, WAIT PO AGAD ANG AKING GAGAWIN TATAWAG NG EXPERT
O JR, STAFF PARA MAKAPAG ANDON, SILA UPANG MAIWASANG MAULIT ANG
GANTONG INCIDENTE


DULA, JASON DONOVAN, M
Signature over Printed Name
DOIL/DAIHATSU 2113
Car Model / Line

Incident Report : I-Alert Audit (Associate use Male Terminal to loosen the screw due to over tight connector lock on sub assembly process

Concerns Persons : Dulay, Jason Donovan

Date of Incident : November 23, 2019

Details of Incident :

Upon investigation with Jr. Staff (Ms. Kimberly Cortez) It was identified that findings was not perform by Auditee because after the audit, According to Ms. Cortez the Male Terminal which use to be his material in Loosen the screw was surrendered to her by auditor to confirm if it has deformation or scratches and Ms. Cortez judgment on the said Terminal was good.

Prepared By:


Emelyn Claveria

PKIMT Coordinator