



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

Lima Technology Center, Lipa City, Batangas

513-B

## INCIDENT REPORT FORM

ID Number: <b>15-02537</b>	Complete Name: <b>Fabregas, Donna A.</b>	Section: <b>Suzuki Final</b>	Date of Incident: <b>February 19, 2019</b>	Date Issued: <b>February 28, 2019</b>
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**Part 1: (To be filled-in by the Immediate Superior)**

### INCIDENT REPORT

#### VIOLATION:

On February 19, 2019 it was reported that you were allegedly caught straightening 0.35 civus wire on assembly jig cut wire on connector 79 YOS-16FA, Product: 36602-68R70 Lot:59EY35 Serial:00009 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until March 6, 2019 why no disciplinary action should be imposed on you for violating the 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: <i>P. Sanluna</i> <b>Immediate Superior</b> Signature over Printed Name	Noted by: <i>hwh</i> <b>Manager</b> Signature over Printed Name	Received by Employee: <i>Donna A. Fabregas</i> Signature over Printed Name	Date Received: <b>03-02-19</b>
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**Part 2: (To be filled-in by concerned employee)**

#### EXPLANATION

nakiusap po si station 4 sahen na insert yung wire sa con. na 705 kasi po nahirapan iya mag-insert kasi malabo po yung insertion dun sa con. na 705 wala rin po kasi yang finger cots. medyo kinky na rin po kasi yung wire kaya tinutuwid ko po yung may part na medyo kinky pero malayo naman po sa terminal ang pagkakahawak ko at alalay ko yung tinutuwid ko sa jig. Alam ko din po na nasa likod ko yung OA at nung sinaway naman po ako sa pagtutuwid ko sa jig tinigil ko na po at hinimas ko nalang po ng kamay. Dapas nung ininsert ko na po nag click sound na po kaya nagpull na po ako para sigurado na naka-insert na ng ayos yung wire. Dapas nung pagkapull ko po naputol po yung wire.

<i>Donna A. Fabregas</i> <b>Employee Name</b> Signature over Printed Name	Date prepared: <b>03-02-19</b>	<i>hwh</i> <b>Explanation received by:</b> Signature over Printed Name	Date Received: <b>3/4/19</b>
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PRODUCT NO.	LOT NO.	QTY	D1	D2	N3	N4	REMARKS
LINE 5114							
NO PLAN							
LINE 5022		0	0	0	0	0	
NO PLAN							
LINE 5121		0	0	0	0	0	
NO PLAN							
		0	0	0	0	0	

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

EVALUATION / INVESTIGATION

Offense

☐ Verbal Warning

☐ Written Warning

☒ Major Offense

☒ Suspension

☐ Dismissal

of Investigation:

She admitted that she straighten shikakari & did not call the attention of Jr. staff to follow the normal repair flow.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

2 Workings Days

Date from 4/9

to 4/10

Date Returned to work 4/11

Dismissal

Effective Date: \_\_\_\_\_ Offenses Against: \_\_\_\_\_

Remarks:

Issued by:

S. CATANA / 03-21-19  
Immediate Superior  
(Signature over Printed Name)

Recommended by:

K. CATANA / E. CATANA  
Section/ Department Manager  
(Signature over Printed Name)

Approved by:

M. Agno / 04-01-19  
Human Resources  
(Signature over Printed Name)

Noted By

M. Tokuda  
President  
(Signature over Printed Name)

Date: 3/21/19

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.

DONNA M. FAREGATS  
Employee Signature over Printed Name:

Date Received: \_\_\_\_\_

# I ALERT WRITTEN EXPLANATION

☒ FAS      ☐ MDHII  
☐ PKIMT      ☐ ADD EVEN

Control No: FALP-1A-1902-095

<i>for print</i> A. Brucal	<i>[Signature]</i> S. Magadia
Audited By:	Noted By:

Name:	Donna Fabregas	Process:	Lay out
Position:	Associate	Group/Shift:	B/Dayshift
ID Number:	15-02537	Date/Time:	02/19/2019
Batch No.:	51	No of Offense:	1
Car Model/Line:	YSE/YSB/LS113	Superior Name:	Rona Vivar

Audit Findings: Caught straightening 0.35, CIVUS wire on Assembly jig that cause  
 Details: cut wire / Not Following STOP-CALL-WAIT.

Product: 3G602-08R70 Lot: 59EY35 Serial: 00009  
 Conn. 79) YOS-16FA

LCC, N/, CIVUS, 0.35

Insertion Workload of Station 4 inserted by Donna Fabregas assigned at station 5.

## WRITTEN EXPLANATION

Nakisuyo po si station 4 saken na insert yung wire sa con. na 108  
 kasi po nahirapan sa mag-insert kasi malalim po yung insertion dun sa  
 con. na 108 at wala rin po kasi syang finger cots. medyo kinky na rin  
 po kag yung ~~wire~~ wire kaya tinutuwid ko po yung may part na medyo  
 kinky pero malayo naman po sa terminal ang pagkakahawak ko at alalay  
 ko yung pagtutuwid ko sa jig. Alam ko din po na nasa likod ko yung OA  
 at nung sinaway naman po ako sa pagtutuwid ko sa jig tinigil ko na po  
 at hinimas ko ralang po ng kamay. Tapos nung ininsert ko na po nag-  
 click round na po kaya nag-pull na po ako para sigurado na naka-  
 insert na ng ayos yung wire. Tapos ng pagka pull ko po naputol po  
 yung wire.

## Remarks/ Evaluation:

next time, if encountered stop & report to your Jr. staff.  
 po not straighten wire if already kinky & difficult<sup>now</sup> insertion.

Please Issue I.R

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 Signature of Employee Date: 02-19-19	 Jr Staff Date: 2/20/19	 Staff Date:	 Supervisor Date: 2-20-19	 Manager Date: 2/20/19
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