



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

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: 14-01535	Complete Name: Susan O. De Claro	Section: PD3-MAZDA FINAL	Date of Incident: June 05, 2019	Date Issued: June 14, 2019
------------------------	-------------------------------------	-----------------------------	------------------------------------	-------------------------------

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

### INCIDENT REPORT

#### VIOLATION:

On June 05, 2019 it was reported that you have committed non-compliance act as reported by I-alert Team.

In view of the above, please explain in writing within 5 days or until June 21, 2019 why no disciplinary action should be imposed on you for the alleged violation under Memorandum with reference number HRGA-2018-04-14, 1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool.

The alleged 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 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

#### FREQUENCY OF OFFENSE

☒ 1<sup>st</sup> Offense

☐ 2<sup>nd</sup> Offense

☐ 3<sup>rd</sup> Offense

☐ 4<sup>th</sup> Offense

☐ 5<sup>th</sup> Offense

Issued by:  O. Vergara Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  Susan O. De Claro Signature over Printed Name	Date Received: 07-03-19
---	---	---	----------------------------


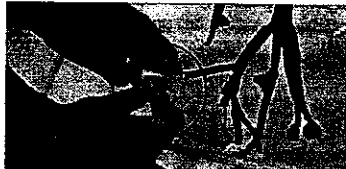

Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Alamipod ay nakapagkita ng mising thru clamp. Yung affected pang harness ay buffer ng aming karcin ter layout parking po pala yun ay encounter na. Inform po sa Expert na makipit sa layout na nang time pang yun ay nakapagkita. Tinalawag po ako ng Expert nang time nang yun para nga po inform pero hindi po ako agad nakapagkita dahil sa ako ay naglagay po ng floating. At nang time po nang yun ay sabay-sabay pang takay kinailangan sa Expert magpatay ng sa sensor sa sub na para naman po sa mga R/FUL. Ang partner ko po nang ay isa ang at any dah- lani Expert ay nakapagkita. Inform po ako sa affected harness ay isa Likod na at buo na po ito. Ng nilagay na po sa Hanger na Fox dimension dun ko na po nalagayan ng thru clamp ng wabay cranes Tay or RedTay. Hindi ko naman po tulagay Lagay ginagawa ang gamit pang gamit. Daki nalagay din po figure ng situasyon kung ko po nagawang Lagay natinay. Alam ko po na isang pagkakamali ang akong nagawa bilang isang JR-STAFF. Ako po ay humihingi ng Pamanahin dahil hindi ko po nagawa ang tamang ito pang nang aral na saakin at hindi na na po ulitin po. Kahit na ang situasyon pa po ang doming. #f

Susan O. De Claro Employee Name Signature over Printed Name	Date prepared: 07-03-19	 O. Vergara Explanation received by: Signature over Printed Name	Date Received: 07/04/2019
---	----------------------------	---	------------------------------

# i\_Alert Audit Report

Car Model / Line No. MAZDA/1121 Date / Time June 05,2019/ 8:45pm Name / ID No. Angelica Salcedo/18-PK24010 Shift / Group N/S A Batch No. 218 Process Lay-out Process FAS or Agency: specify Fas Person Informed Susan De Claro Audited by: M.Casama Details	Picture	effect
Not following SOP Associate did not set connectors to connector jig during process		damaged parts/ dimension defect
Car Model / Line No. MAZDA/1121 Date / Time June 05,2019/ 09:00PM Name / ID No. Susan De Claro/14-01535 Shift / Group N/S A Batch No. 22 Process For Dimension Inspection FAS or Agency: specify Fas Person Informed J.Magpayo Audited by: M.Casama Details	Picture	effect
Not following SOP Jr. staff attached thru clamp on for Dimension ranger Product #: KR8C-67-060 Lot #: 59YM90 Serial #: 31	 	no traceability for the repair done on harness