

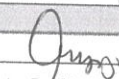




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

**TO** : 20\_PK39264  
**NAME** : Besana, Juan Caringal   
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 1st offense  
**DATE** : March 13, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
3 days suspension	
3/22-24/21 	
Time/Shift	Suzuki 701 Initial R Jukawa 7/15/21
ACKNOWLEDGE BY:	
MANAGER	
Signature/Date/Printed name/Date	

This refers to the alleged offense(s) you have committed at **2/17/2021** to name: **Besana, Juan Caringal**

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:**


Not following SOP in C&C process (Wrong use of Wire)

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:**

 7/15/21  
PKIMT Management

Conforme:   
20\_PK39264

FURUKAWA - Production Operator

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

PKIMT

OFFENSE: Net falling sap in c/c

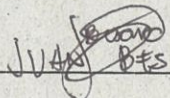
DATE: 7/12/21

WRITTEN EXPLANATION:

may wire fray pong bakalagay sa lalayan po ng pinabalagyan kupo. Dun kupo nilagay ang wire na natukha ko sa carton at iba po ang na barcode kung wire lot, dahil babago galang po ako sa ted na 20 ang nipapun. Hindi kupo fabisado ang mga wire po pun.

Countermeasure:

susunod na po sa standard at mag tatarang po lagi sa mga loader.

  
JUAN BESSINA

Signature over Printed Name / Line



1st offense because, Juan Jr. infirm c/c

FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		Approved by:	Checked by:	Issued by:	FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		INVESTIGATION RESULT	
INVESTIGATION REPORT					Problem:			
Date Prepared : February 17 2021					State here the result of process investigation based on the identified problem			
1. Product Information:					INVESTIGATION :			
Customer: SUZUKI Car Model: YD1					SEQUENCE OF SET-UP			
Part No: N/A Lot No: N/A					1st PAVSS 2.0F BE			
NG Qty: 355 Serial No: N/A					2nd PAVSS 2.0F GR			
Name of Affected Associate: Juan Besana					3rd PAVSS 2.0F L			
Length in Process:					4th PAVSS 2.0F VI			
Frequency Defect Made:								
Affected Kanban:								
GOOD PAVSS 2.0F with printed AVSS 2.0					NO GOOD PAVSS 2.0F with printed AVSS 2.0 F PVC			
3. Process Investigation:					Breakdown of Affected Per Product(harness)			
3.1 Process Mapping					Product No NG GOOD			
Process Name: TRD QA COMPLETION SUB-ASSY ASSY INSPECTION FG					36756-79RED 80 10			
Investigation Process O O O X X X X					36756-79RLQ 68 0			
Legend: "O" -defect will not occur/leak "X" -defect may occur/ leak					36756-79RGD 60 0			
3.2 Result of process investigation: refer to next page					36756-79RDO 63 11			
4. Product History:					36756-79RAO 1 29			
4.1 Did harness undergo repair?					Total 272 50			
4.2 Does it have any minor defect record?					ASSY 4			
4.3 Undergo all inspection process (Dimension/ ECT/ Appearance/ Assurance)?					SUBASSY 4			
4.4 Is there any design change?					INITIAL 75			
4.5 Have changing point in 4M?					Total 355			
5. Summary of Investigation:					Remarks:			
Occurrence					-Associate had already cut 1 kanban of good wire type before he encountered run out of wire. Affected wire was not quality checklot.			
Leakcause					-No standard included on Work Instructions requires sampling after encountering run out of parts,only inspection 1 pc per bundle on frequency of normal inspection. (FMEA-IO22)			
6. Countermeasure:					-As per interview to affected associates,he forgot the difference(printed name on the insulation) of two wire types.Also on how to identify wires with different printed name on insulation.			
OCCURRENCE COUNTERMEASURE:					With changing point:			
EFFECTIVE DATE					From machine workload of wire with diameter to machine with workload of wires with printed name.			
LEAKCAUSE COUNTERMEASURE:					ACTION TAKEN :			
7. Implementation lot/ date:					1. Strict implementation of tearing and disposing of previous wirelot when encountered run out of wire,request to include in Working Instruction. ( For request to PECC)			
					2.Re-assessment to all cutting and crimping regarding the classification and how to identify different type of wires with printed name. Target date 2/11/2021			
					3.Provision of actual sample of wires for those machines with different types of wire classified as with printed name . Target date 2/11/2021.			
					4.Include during 4M discussion (if have changing point)the classification and how to identify wires especially if the associate is from other machine with different type of wire.			
Verification of Effectiveness (1 month after countermeasure implementation)					Validation Data			
					Validation Date			
					Noted by			
					Confirmed by			
					Validated by			