



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 : 18_PK22338
NAME : Pesigan, Ann Bernadette Cabrera
FROM : PKIMT Management X
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : January 25, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 3 days suspension 2/9-11/2020
Line/Shift	H 2114-3
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 12/5/2019 to name: Pesigan, Ann Bernadette Cabrera

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 Appearance 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:
18_PK22338

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 : 18_PK22338

NAME : Pesigan, Ann Bernadette Cabrera

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 25-Jan-20

This refers to the alleged offense(s) you have committed at

5-Dec-19

to name: Pesigan, Ann Bernadette Cabrera

Violation Offense | 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 Appearance Process

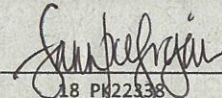
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

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NOTED BY:


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18_PK22338

FURUKAWA - Production Operator

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



I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 741P-14-1912-3583

☐ AGENCY

Please Specify: PKMT

	
Audited By:	Noted By:

Name: Pesigan Ann Bernadette
Position: Associate
ID Number: 18PM 22938
Batch No.: 105
Car Model/Line: Honda 3114

Process: Appearance
Group/Shift: NS 10
Date/ Time: Dec. 7, 2019 / 9:30
No. of Offense: 10
Superior Name: M. Zora

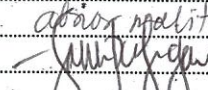
Audit Findings: Not following Special Repair Procedure

Details:

Associate conduct knowing of conn. on appearance inspection

WRITTEN EXPLANATION

Ako po si Ann Bernadette Pesigan Appearance ng line 3114 dahil ng I-Alert na nag-ihip ng foreign material sa connector (piece ng buhok). dahil sa pagmamadali dahil lambakan hinipan ko na lang ang narabing foreign mat. Kasi kung may hawak lang naman po ito ng connector at alam ko pang si naman po ito magiging sanhi ng pagka ng ng (nag) connector/harness. Ang magiging counter measure ko na lang po ay hindi ag po ako mag-ihip ng kinit and nang foreign mat. kung kaso naging hawak pangodan sa pamamagitan ng kamay kung magandang magandang himang na wala sa maging part ng connector.

11/21/2019 In case of abnormality call for attention of Immediate Superior 

Remarks/ Evaluation:

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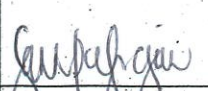
I-Alert Written Explanation Only

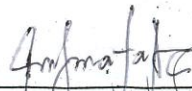
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
Agency/FALP Written Explanation Only
(based from Handbook)


☐


Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)


Signature of Employee
Date: 12-09-19


Jr Staff
Date: 12-11-19


L. MACARAIG
Staff
Date: 12-12-19


A. Vergara
Supervisor
Date: 12-11-19


Manager
Date: 12/12/2019

TREATMENT ON FOREIGN MATERIAL INSIDE CONNECTOR

DOCUMENT TYPE:	WORK INSTRUCTION	PAGE NO.:	1	OF	1
DOCUMENT NO.:	REVISION NO.:	EFFECTIVITY DATE:	2		May-04-2019
FALP-WI-OCA-15017					

CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL
All	Connectors with wires	N/A	FALP-GL-ESH-18006	Prepared by: _____ Checked by: _____ Verified by: _____ Approved by: _____
FORMS	PURPOSE	SCOPE		
N/A	To provide treatment instruction on foreign material inside connector	Final Assembly Process Inspection (Production and Quality Assurance)		
			Ullen Mindanao Staff	Sharon Morfe Supervisor
				Babilyn Ramirez Assistant Manager
				Arrubhi Nachor/ Takahide Maruoka Section Manager/ Department Manager

PROHIBITED TREATMENT

- When foreign material inside connector is encountered during inspection, the inspectors are not allowed to blow the connector to remove the foreign material.



- Slightly tap the connector into the hand to possibly remove the foreign material and to avoid damage to the connector.



- Use of Airgun for removing the foreign material is also prohibited in all Production line.



NOTE:

- In case foreign material cannot be removed by tapping, Normal repair procedure shall be follow (NG the harness to IRCs, attach red tag and bring the harness to repair area).
- Only Jr. Staff/Staff are the authorize person to remove the foreign material through tapping of connector in inspection area.

WARNING

- In case of Abnormalities, please
1. Stop the Production or Process
2. Call the attention of Jr. Staff / Staff
3. Wait for further advise
- Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE
- Be careful not to cause injury during inspection of wire harness

Details of change

Change No.	Revision No.	Effectivity Date	Add warning for safety reminders
QA-OCA-13a-1904-020	2	May-04-2019	Align note 1 and note 2 to current process
QA-OCA-13a-1710-018	1	Oct-28-2017	First issue per ISO 9001:2008 Quality Management System
A3a-1511-001	0	Nov-12-2015	

CUSTOMER:			
Date & Time	December 5, 2019/ 09:30		
Shift & Group	NS/B		
Car Maker/ Model	Honda		
Line No.	3114		
Name	Pesigan, Ann Bernadette		
ID No.	18PK22338		
Batch No.	205		
Process	Appearance		
FAS or Agency: specify	PKIMT		
Person Informed	M.Zara		
Audited by	R.Leynes		
Reason/Risk:			
Audit Details			
Not following Special Repair Procedure			
Associate conduct blowing of connector on appearance inspection			
		Illustration	Action Taken
		