



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\_PK26412  
NAME : Paradela, Myra Dimaano *Myra Paradela*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : December 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>Ug</i>
	<i>1 DAY SUSPENSION</i>
	<i>12-19-2019</i>
Line/Shift	<i>Subaru Initial /n</i>
ACKNOWLEDGE BY:	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/14/2019 to name: Paradela, Myra Dimaano

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 - Associate did not conduct measuring of Twisted wire length for first product Kanban combination**

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:

*Myra Paradela*  
**PKIMT Management**

Conforme: *Myra Paradela*  
18\_PK26412

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\_PK26412

NAME : Paradela, Myra Dimaano *Myra Dimaano*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 4-Dec-19

This refers to the alleged offense(s) you have committed at 14-Nov-19 to name: Paradela, Myra Dimaano

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

*GN*  
PKIMT Management

Conforme: *Myra Dimaano*  
18\_PK26412

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION



FAS

Control No: FAH-1911-3130



AGENCY

Please Specify: PKM

<u>J. Abangdor</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Paradela, Myra  
Position: Associate  
ID Number: 18PK06412  
Batch No.: 228  
Car Model/Line: Subaru initial

Process: twisting  
Group/Shift: CS/A  
Date/ Time: Nov. 14, 2019  
No. of Offense: 1st  
Superior Name: R. Jacob

Audit Findings: Not following SOP

Details:

did not conduct measuring of twisted wire length for first product kanban combination

## WRITTEN EXPLANATION

ako po si Myra Paradela ay lubas na humihingi ng paumanhin sa inyo dahil po sa hindi imasahang ma-audit dahil po sa hindi pagsumad sa SOP dahil po sa ka gustuhan ko po mairahan ang aming proses na twisting ay nagmadali po ako at hindi na po ako nakapagsukat sa aking ginagawa at nagkalam rin po na madami ang aming wire at kailangan na rin po yung aking ginagawa kaya hindi ko po magsawa ang magsukat.

sa susunod po ay magsusukat na po ako sa first, middle, at last sa aking ginagawa.

## Remarks/ Evaluation:

1 day suspension

Paradela  
Signature of Employee  
Date: 11-18-19

G. Villanueva  
Jr Staff  
Date: 11-18-19

J. Amador  
Staff  
Date: 11-18-19

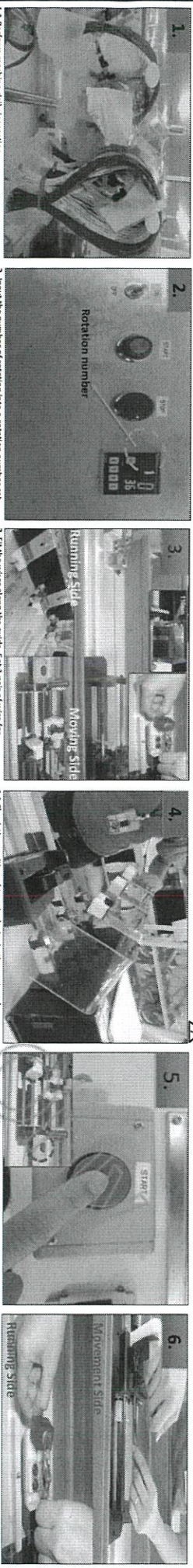
R. Jacob  
Supervisor  
Date: 11/21/19

J. Amador  
Manager  
Date: 11/22



# TWISTING PROCESS (Primary)

CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	APPROVAL
All Models	Kanban, Shikabari, Tape (refer to kanban)	Twisting Machine (Primary), Multi-twisting Machine (Primary), Convex	OSM-10CB23.1A, OSM-10CB23.1B Annex 1, OSM-10CB124 Annex 3, OSM-20CC002	Prepared by: K. Marimino Checked by: L. Adame Verified by: P. Marquez / H. Shimahito Approved by:
FORMS	PURPOSE	SCORE	Jr. Staff	Supervisor
ENG-146 Twisting Working Record (System Generated), ME-Q0551 Daily Inspection Record of Single Wire Twisting Machine	To serve as a guide for twisting process using primary machine	Initial Process		



1. Perform machine daily inspection.  
1.2 Prepare the wire to be twisted.  
Check point:  
• Correct Kanban  
• Correct Actual
2. Input the number of rotation into a rotation number set up switch based on kanban.  
Check point:  
• Set up rotation number is correct.
3. Fit the wire along the guide. Set 1 pair of wire for single-twisting machine and 1 to 3 pairs of wire for multi-twisting machine and make sure that the wire is properly set on the board.  
Check point:  
• Always prioritize setting of female terminal with or without grommet on running side of the machine.  
• If both male terminal, set the male terminal without grommet on running side of the machine.  
• Each wire should be at the center of each clamp and both sides are locked.  
• The distance of wire clamp is 110mm from stop plate for single twisting machine.  
• In case that there is twist wire difference in Kanban, arrange the terminal tips of rotation head side and fix it. Set side by side in order that the wires are not piled up when it clamped.
- 4.1 Check the position of terminal wire in the center of each fixed clamp of the rotation head side and the movement side.  
• When wire is not sagged and tightened.  
• When wire is sagged and tightened.  
4.2 Put tape on the top of the wire.  
Note:  
• Applicable only if there is "Twisting both ends tape" (Refer to OSM-20CC002).  
• When "Twisting both ends tape" is used, refer to OSM-20CC002 to be used.  
5.1 First, set the wires on the running side then on the moving side, press the start button near the moving side.  
5.2 Release the twisted wire on the moving side without releasing on the running side.  
5.3 On the moving side, set the next pair of wire then release the twisted wire on the running side and set the other pair of wires. Press the start button near the running side.  
Importance: This procedure is to avoid MUDA of walking.
6. Loosen the clamp on both sides.  
Note:  
• First movement side then running side.  
6.2 Hold the twisted wire beside the fixing clamp at the movement side, and carefully remove the twisted wire.

7. Measure the twisted wire length and confirm its kanban amount (Refer to OSM-10CB23.1 Annex 1).  
• Measure the first product per kanban combination.
8. Measure the pitch of twisted wire and confirm if it is within the standard (Refer to OSM-10CB23.1 Annex 1).  
• Measure the first product per kanban combination.
9. Measure the length of twisted wire on both sides (Refer to OSM-10CB23.1 Annex 1).  
Check point:  
• For waterproof terminal - the distance between the end of the fixing tape and the end of rubber seal is 65mm to 80mm.  
• For not-waterproof terminal - the distance between the end of fixing tape and the end of terminal (insulation side) is 65mm to 80mm.  
Note:  
• Apply this process if there is fix tapping.
10. Check visually the wire and terminal appearance of twisted wire. (Refer to OSM-10CB23.1 Annex 3)

**WARNING**

1. Call the attention of concerned personnel and report any abnormality in machine or process.

2. Always turn off the machine when not in use.

3. Close the safety cover before proceeding to twisting process.

DR/EN No.	Revision No.	Effectivity Date	Details of change
PE-ENG-13a-1805-006	7	May-28-2018	Add details for the use of tapping jig under step 4.2; Delete fix tapping on both sides of twisted wire instead, refer to kanban for the tape kind to be used; Add warning for safety reminders.
PE-ENG-13a-1710-001	6	Oct-06-2017	Add multi-twisting machine operation under step 3 and 5; change picture 3 and 5; update reference document under step 11; add multi-twisting machine on devices/equipment used.
PE-ENG-13a-1708-002	5	Aug-17-2017	Change picture and additional checkpoint under step 3; Update reference documents.
PE-ENG-13a-1706-011	4	Jun-17-2017	Change scope from: First and Secondary Process; Additional note for the kind of tape to be used under step 6; Change document references; Additional safety reminder; Additional form ENG-146 Twisting Working Record
A3a-1609-046	3	Oct-03-2016	
A3a-1606-002	2	Jun-11-2016	Additional details in procedure 1, 3, 4, 6, 10, 11; add reference for procedure 4 and 11; change pictures 1, 7 and 10
A3a-1503-007	1	Mar-22-2015	Removed checking of length of wire before twisting process; include checking of fix tapping indication in Kanban comment (Step 6)
A3a-050	0	Apr-01-2013	Additional details in procedure 8, 1 and changes in reference for procedure 5, 1 & 10, 1