



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 : 17 PK15876
NAME : Del Carmen, Maricris Clavo *Indelcarmen*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day Suspension	
OCT 29, 2019	
NOV. 02, 2019 - <i>Indelcarmen</i>	
Line	15006/1
ACKNOWLEDGE BY:	<i>Indelcarmen</i> 10/24/19
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Del Carmen, Maricris Clavo

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 - Not following inspection Method

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 penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

PREPARED BY:
Indelcarmen
PKIMT Management

Forme: *Indelcarmen*
17_PK15876

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 : 17_PK15876
NAME : Del Carmen, Maricris Clavo *mdelcarmen*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Del Carmen, Maricris Clavo

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

MD
PKIMT Management

Conforme: *mdelcarmen*

17_PK15876

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TALP-1A-K09-1321

☒ AGENCY

Please Specify: PKINT

<i>M. Decampo</i> M. Decampo	<i>G. Magadia</i> G. Magadia
Audited By:	Noted By:

Name: DELA CRUZ, MARICRIS
Position: ASSOCIATE
ID Number: 17-PK 15876
Batch No.: 171
Car Model/Line: SUZUKI / 5000

Process: APPEARANCE
Group/Shift: A / DS
Date/ Time: 9-18-19 / 9:30 AM
No. of Offense: 1st
Superior Name: C. MONTEA

Audit Findings: non compliance or failure to follow the standard operational procedure in inspecting the product.

Details:

Inspector did not conduct inspection based on sequence.

Inspector did not follow the proper way of checking connector.

WRITTEN EXPLANATION

Ng audit po ako sa hindi nagsunod sa sequence kasi kung po
ang ibang sa akin sa main cath sa PPG sa pag check naman po
sa connector ay nagtanggap naman po ako may part kung na hindi ka na inspect.
COUNTER PHASE:
Nagkita - coordinate na pati sa akin si Man: Cath na kumikita bilang
na pag-inspect ka at sunod ang sig. label sa board.
Sa suporta po ay kumikita ka sa at records at amon sa
master sample.

Remarks/ Evaluation:

Kapag maaudit po pa nilit sa pagpapalitan kono po
sa ng suspension dahil sa di pagsunod sa standard.

Issue Penalty

[Signature]
Signature of Employee
Date: 9-18-19

[Signature]
Jr Staff
Date: 09-28-19

[Signature]
Staff
Date: 09-28-19

[Signature]
Supervisor
Date: 10-02-19

[Signature]
Manager
Date:

Final Assembly Assurance/Appearance Inspection Process

CAR MODEL

MATERIALS

ALL

Master Sample, Registered Balloon, Daily Checksheet

Quality Assurance Inspection Board, RICS, Pasteup Supplying Machine

FORMS

2.023A Appearance Assurance Daily Checksheet of Tools and Materials, QCA-007 Final Assembly Process Inspection Record, 2.023B Appearance Assurance Internal Defect Monitoring, QCA-014 Appearance Assurance Lacking Set Monitoring Form, ME-007 Daily Checksheet of Tools, Materials, Appearance, Assurance Inspection Board (Form 3), ME-009 Daily Inspection Record, Master Sample, 161 QCA Master Sample Daily Inspection Record, PPS-001 Inspection Item Check Sheet

To serve as instruction for Quality Assurance Inspection

Final Assembly Process

OF RICS/EQUIPMENT USED

ME-007

Prepared by:

Checked by:

Verified by:

Approved by:

Supervisor

Assistant Manager

Section Manager

Department Manager

DOCUMENT TYPE

WORK INSTRUCTION

REVISION NO.

1 OF 4

FAAP-WM-QCA-15005

5

Feb-23-2019

1



1. For preparation, conduct 5S in inspection area and check the condition of inspection board and master sample base on the ME-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of ME-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance Assurance Daily Checksheet of Tools and Materials.

1.2 After filling out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets, refer to FAAP-GI-QCA-15-143 Proper Treatment on Lacking Harness and if there is no lacking harness, log in to RICS using own QR code.

1.3 Get the harness from the hanger/polytrainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).

NOTE 1: In case line has no master sample or the master sample was in no good condition, inspector will use Daily Sample provided by QA/PPD Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FAAP-GI-QCA-16003 Control of Master Sample

NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.

4.1.1



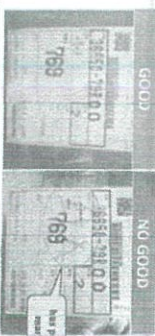
4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polybox

NOTE 1: Write also all the required marking (ex. marking for customer claim, look audit claim) in polycard before setting to polycard holder (if applicable).

NOTE 2: For harness that will undergo First Good Inspection refer to

QI-005-ZZK-025-E

NOTE 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it, (prefer in good and no good condition beside)



2



2. Lay out the wire harness into the Inspection Board and barcode the nameplate.

NOTE 1: Must layout one (1) harness at a time.

NOTE 2: For those products without nameplate, barcoding are not applicable.

NOTE 3: Inspector must update the product label card between the actual product number running on inspection.

NOTE 4: In case of lacking set, finished first the current inspection before starting lacking harness to avoid making different products.

4.1.2



4.1.2 Proceed to inspection process based on PPS-001 Inspection Items Check of product and performing point to point system of inspection. Refer to FAAP-OP-008 Quality Assurance Preparation for New Product, FAAP-OP-012 Monitoring and Measurement of Product and FAAP-OP-003 Control of Nonconformities, Corrective and Preventive Action for encountered problem/abnormality during inspection

NOTE: In case inspector found NG or abnormality, STOP

the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FAAP-WM-QCA-15017 Final Assembly Process Defect Flow.

4.1.3



4.1.3 Push the button for pass tape and attach to the harness.

4.1.4



4.1.4 Mark the pass tape using register balloon as indication that the harness pass the Assurance/Appearance inspection.

Characteristics: Assurance Inspection (MAZDA)

PROPER WAY OF CHECKING CONNECTOR

DEVICES / EQUIPMENT USED

REFERENCE

DOCUMENT TYPE	WORK INSTRUCTION	PAGE NO.	1 OF 1
DOCUMENT NO. FALP-WI-QCA-15008	REVISION NO. 3	EFFECTIVITY DATE May-08-2019	
APPROVAL	APPROVED BY		

CAR MODEL	MATERIALS	Alignment jig	SCOPE	Prepared by:	Checked by:	Verified by:	Approved by:
All	N/A			FALP-QP-QCA-120724 FALP-WI-QCA-150115 FALP-GI-ESH-18006	L. Miranda Staff	S. Morfe Supervisor	B. Ramirez Asst. Manager A. Napier / T. Marudoka Sec. Manager / Dept. Manager
FORMS	N/A	PURPOSE	To set instruction on how to check the condition of connector properly				



- Check the mating part of connector
- 1. No terminal backing out (must check in vertical and horizontal position).
- 2. No damage part (all edges must check).
- 3. No foreign matter attached
- 4. No excess burr
- 5. No deform part of connector
- 6. No bend/deform/open tip terminal (must check in vertical and horizontal position).
- 7. No wrong plating of terminal (gold/fin)
- 8. Presence of red mark (for male connectors that has alignment jig)
- 9. Presence and condition of pack-in rubber seal (applicable for water proof connectors).

CAUTION:
Do not insert your finger inside the connector mating part during inspection!

- Check front side of connector based on specified
- 1. No wrong part
- 2. No damage part (all edges must check)
- 3. No foreign matter attached
- 4. No excess burr

- Check backside of connector
- 1. No damage part (all edges must check)
- 2. No foreign matter attached
- 3. No excess burr
- 4. No half-packed retainer

NOTE 1: Slightly touch the retainer using thumb finger from left to right, not right to left, to be checked if the retainer is already locked or unlocked (refer to FALP-WI-QCA-150115 for proper Method on Pressing and Checking of Retainer lock).

NOTE 2: TBO can be corrected if encountered half locked/imperfect locked of retainer.

NOTE 3: These apply to all connectors except special connectors where in retainer and connector lock are situated on different location.



- Check right side of connector
- 1. No damage part (all edges must check)
- 2. No foreign matter attached
- 3. No excess burr
- 4. No deform part of connector

- Check left side of connector
- 1. No damage part (all edges must check)
- 2. No foreign matter attached
- 3. No excess burr
- 4. No deform part of connector

- Check the insertion part of connector
 - 1. No damaged cavity (refer to FALP-QP-QCA-120724 Inspection Criteria for Damaged or Incomplete Part of a Connector Connector), for the acceptable damage condition.
 - 2. No damaged insulation (exposed core wire)
 - 3. Condition of inserted wire (no pulling out or TBO).
 - 4. Presence and condition of ferrule and surmount (applicable for water proof connector).
- NOTE:** Proper way of bending ferrule when checking the insertion part of connector
a. Bending portion must be 60mm away from neck of connector.
b. Avoid too much bending of ferrule.

- NO GOOD condition on proper way of checking connector.
- 1. WARNING**
1. In case of Abnormalities, "Scope"
 2. Call the attention of Jt. Staff / Staff
 3. Wait for further advice
3. Wait for further advice
Wear proper PPE (Refer to FALP-GI-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE.
3. Be careful not to cause injury during inspection of wire/bushings

ON/CH No.	Revision No.	EFFECTIVITY DATE	2. History of Changes
QA-QCA-13a-1905-015	3	May-08-2019	Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (PPE) to FALP-GI-ESH-18006). Be careful not to cause injury during inspection and checking of wire harness
QA-QCA-13a-1707-001	2	Jul-24-2017	Align sequence of checking to current process (sequence no. 2, 3, 4, 5, 6). changes on picture item no. 6, additional instruction and note on sequence no. 1, 3, 4, 5, 6, 6). Remove check item for (c) or (d) type of wire already checked item of sub assy operator using Sub Pq; Remove checking of deform insulation (same) and bend up/down terminal (checked item of initial process) (sequence no. 6). Additional check item (Presence and condition of ferrule and surmount) and additional note for proper bending of ferrule during checking of connector (sequence no. 6). additional reference
A3a-1610-007	1	Oct-21-2016	Update the sequence number of Process, additional comment for sequence No. 1 item No. 3
A3a-1507-022	0	Jul-25-2015	First issue per ISO 9001:2008 Quality Management System