



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\_PK16200  
NAME : Loreño, Merry-Ann Olivar *M. Olivar*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 21, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1 day</i> <i>10/25/19</i> <i>11/04/2019 - M. Olivar</i>
Line	<i>CS116/A</i>
ACKNOWLEDGE BY:	<i>[Signature]</i> <i>10/21/19</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Loreño, Merry-Ann Olivar

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 inspecting the product**

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:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
17\_PK16200

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\_PK16200  
NAME : Loreño, Merry-Ann Olivar *MLO*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 19-Sep-19 to name: Loreño, Merry-Ann Olivar

**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 inspecting the product**

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:

*gn*  
PKIMT Management

Conforme:

*MLO*  
17\_PK16200

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1333

☒ AGENCY

Please Specify: PKIMT

<u>JR. RENE</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Loreño, Merry Ann  
 Position: Associate  
 ID Number: 17-PK16200  
 Batch No.: 173  
 Car Model/Line: Suzuki 4D1/5116

Process: Appearance  
 Group/Shift: A IDS  
 Date/ Time: 09-19-19 / 11:00 AM  
 No. of Offense: 1st  
 Superior Name: A. Lamonte

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

Inspector did not follow the proper way of checking connector

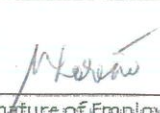
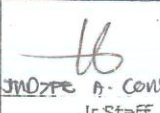
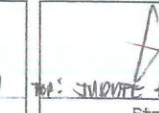
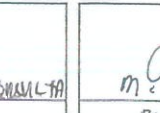
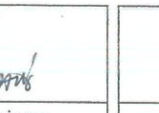
## WRITTEN EXPLANATION

Ako po ay na-audit dahil sa hindi tamang pag-inspect ng connector kasi po nasanay po kasi ako ng na ulang tignan ang insertion bago po ang mating part.  
Pero pag po one piece flow naman po kami, nagagawa ko pong gawin ang tamang pag-inspect ng connector.







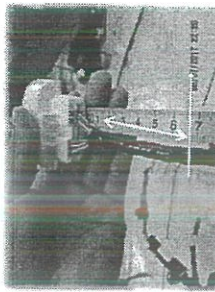


## Remarks/ Evaluation:

Sa censhod po na audit nya ay isinehan na cya ng censhod dahil sa hindi nya pagsunod sa standard.

Issue Penalty

 Signature of Employee Date: <u>09/19/19</u>	 JNOZPE A. CONSULTA Jr Staff Date: _____	 JNOZPE A. CONSULTA Staff Date: <u>09/27/19</u>	 M. Jimenez Supervisor Date: <u>10-02-19</u>	 J. Cortala Manager Date: _____
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FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		WORK INSTRUCTION		PAGE NO. 1 OF 1	
DOCUMENT TYPE		DOCUMENT NO.		EFFECTIVITY DATE	
FALP-WI-QCA-15008		3		May-08-2019	
REFERENCE		APPROVAL			
Prepared by:		Checked by:		Approved by:	
FALP-CP-QCA-17074					
FALP-WI-QCA-15015					
FALP-GL-ESH-18006					
DEVICES / EQUIPMENT USED		SCOPE			
Alignment Jig		Final Assembly Process			
MATERIALS		PURPOSE			
N/A		To set instruction on how to check the condition of connector properly			
FORMS		N/A			
 <p><b>1</b></p>		 <p><b>2</b></p>		 <p><b>3</b></p>	
<ul style="list-style-type: none"> <li>Check the mating part of connector</li> <li>No terminal backing out (must check in vertical and horizontal position)</li> <li>No damage part (all edges must check)</li> <li>No foreign matter attached</li> <li>No excess burr</li> <li>No deform part of connector</li> <li>No bend/deform/open tip terminal (must check in vertical and horizontal position)</li> <li>No wrong plating of terminal (gold/tin)</li> <li>Presence of red mark (for male connectors that has alignment jig)</li> <li>Presence and condition of back in rubber seal (applicable for water proof connectors)</li> </ul>		<ul style="list-style-type: none"> <li>Check front side of connector based on connector lock position (unless otherwise specified)</li> <li>No wrong part</li> <li>No damage part (all edges must check)</li> <li>No foreign matter attached</li> <li>No excess burr</li> </ul>		<ul style="list-style-type: none"> <li>Check backside of connector</li> <li>No damage part (all edges must check)</li> <li>No foreign matter attached</li> <li>No excess burr</li> <li>No half locked retainer</li> </ul>	
<p><b>CAUTION:</b> Do not insert your finger inside the connector mating part during inspection!</p>		 <p><b>4</b></p>		 <p><b>5</b></p>	
<ul style="list-style-type: none"> <li>Check right side of connector</li> <li>No damage part (all edges must check)</li> <li>No foreign matter attached</li> <li>No excess burr</li> <li>No deform part of connector</li> </ul>		<ul style="list-style-type: none"> <li>Check left side of connector</li> <li>No damage part (all edges must check)</li> <li>No foreign matter attached</li> <li>No excess burr</li> <li>No deform part of connector</li> </ul>		 <p><b>6</b></p>	
<ul style="list-style-type: none"> <li>Check the insertion part of connector</li> <li>No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition)</li> <li>No damaged insulation / exposed core wire</li> <li>Condition of inserted wire (no pulling out or TBO)</li> <li>Presence and condition of grommet and isumen (applicable for water proof connectors)</li> </ul> <p><b>NOTE:</b> Proper way of bending branch when checking the insertion part of connector: a. Bending portion must be 50mm away from neck of connector. b. Avoid too much bending of branch.</p>		 <p><b>7</b></p>		 <p><b>8</b></p>	
<ul style="list-style-type: none"> <li>Check the bending portion of connector</li> <li>No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition)</li> <li>No damaged insulation / exposed core wire</li> <li>Condition of inserted wire (no pulling out or TBO)</li> <li>Presence and condition of grommet and isumen (applicable for water proof connectors)</li> </ul> <p><b>NOTE:</b> Proper way of bending branch when checking the insertion part of connector: a. Bending portion must be 50mm away from neck of connector. b. Avoid too much bending of branch.</p>		 <p><b>9</b></p>		 <p><b>10</b></p>	
<p><b>WARNING</b></p> <p>NO GOOD condition on proper way of checking connector</p>		<p><b>WARNING</b></p> <p>NO GOOD condition on proper way of checking connector</p>		<p><b>WARNING</b></p> <p>NO GOOD condition on proper way of checking connector</p>	
<p>1. Stop the Production or Process</p> <p>2. Call the attention of Jr. Staff / staff</p> <p>3. Wait for further advice</p> <p>4. Wear proper PPE (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE</p>		<p>1. Stop the Production or Process</p> <p>2. Call the attention of Jr. Staff / staff</p> <p>3. Wait for further advice</p> <p>4. Wear proper PPE (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE</p>		<p>1. Stop the Production or Process</p> <p>2. Call the attention of Jr. Staff / staff</p> <p>3. Wait for further advice</p> <p>4. Wear proper PPE (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE</p>	
<p>Be careful not to cause injury during inspection of wireharness</p>		<p>Be careful not to cause injury during inspection of wireharness</p>		<p>Be careful not to cause injury during inspection of wireharness</p>	
<p>DR / GR No.</p> <p>QA-QCA-13a-1505-015</p> <p>QA-QCA-13a-1707-001</p> <p>A3a-1610-007</p> <p>A3a-1507-022</p>		<p>Revision No.</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>		<p>Effectivity Date</p> <p>May-08-2019</p> <p>Jul-24-2017</p> <p>Oct-21-2016</p> <p>Jul-25-2015</p>	
<p>Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness)</p>		<p>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 (color/size/type of wire) a ready checked item of sub assembly operator using Sub PC. Remove checking of deform insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); additional check item (Presence and condition of grommet and 'isumen' and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</p>		<p>Update the sequence number of Pieces, additional comment for sequence No. 1 item No. 8</p> <p>First issue per ISO 9001:2008 Quality Management System</p>	