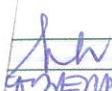




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK16229
NAME : Alde, Anjanette Almario
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st day Oct 23, 2019
 Over Printed name/ Date ANJANETTE 10/21/19	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Alde, Anjanette Almario

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

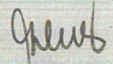
Description:

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:


PKIMT Management

Conforme: 

17_PK16229

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_PK16229
NAME : Alde, Anjanette Almario
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: Alde, Anjanette Almario

**Violation Offense | **

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:

PKIMT Management

Conforme:

17_PK16229

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1336

☒ AGENCY

Please Specify: PKINT

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

Name: Alde, Anjanette
 Position: Associate
 ID Number: 17-PK16229
 Batch No.: 173
 Car Model/Line: Suzuki 4B1/5116

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

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


NA AUDIT AKO NG NON-COMPLIANCE DAHIL SA HINDI
TAMANG CHECKING NG CONNECTOR, MAGYARI LANG PO HAN DAHIL SA KAMI
AY TAMBANGAN AT NAKASANDAYAN NA RIN PO NAMAN ANG GANUNG UAY
NG PAGCHECK NG CONNECTOR KAHIT KAMI PO NAKORLEAT NA AG
AMING SUPERIOR.

Remarks/ Evaluation:

sa susunod po na maardit sya ay isinehan na sya ng suspension
dahil sa hindi nya pag-unawa sa standard.

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>10-02-19</u>	<u>[Signature]</u> Jr Staff Date: <u>10-02-19</u>	<u>[Signature]</u> Staff Date: <u>10-03-19</u>	<u>[Signature]</u> Supervisor Date: <u>10-02-19</u>	<u>[Signature]</u> Manager Date: _____
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FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINE, INC.		WORK INSTRUCTION		PAGE NO. 1 OF 1	
CAR MODEL		DOCUMENT TYPE		EFFECTIVITY DATE	
MATERIALS		DOCUMENT NO.		REVISION NO.	
All		FALP-WI-QCA-15008		3	
FORMS		APPROVAL			
N/A		Prepared by:		Approved by:	
To set instruction on how to check the condition of connector properly		Checked by:			
PURPOSE		FALP-CP-QCA-17074			
SCOPE		FALP-WI-QCA-15015			
Final Assembly Process		FALP-GI-ESH-18006			
N/A		Staff		Supervisor	
		L. Mindanao		S. Morfe	
		B. Ramirez		A. Natchar / T. Maruoka	
		Asst. Manager		Sec. Manager / Dept. Manager	
 <p>1</p>		 <p>2</p>		 <p>3</p>	
<p>• Check the making part of connector</p> <ol style="list-style-type: none"> No terminal backing out (must check in vertical and horizontal positions) No damage part (all edges must check) No foreign matter attached No excess burr No bend/deform/open top terminal (must check in vertical and horizontal position) No wrong plating of terminal (gold/tin) Presence of red mark (for male connectors that has alignment jig) Presence and condition of back in rubber seal (applicable for water proof connectors) <p>CAUTION: Do not insert your finger inside the connector making part during inspection!</p>		<p>• Check front side of connector based on connector lock position (unless otherwise specified)</p> <ol style="list-style-type: none"> No wrong part No damage part (all edges must check) No foreign matter attached No excess burr 		<p>• Check backside of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No half locked retainer 	
 <p>4</p>		 <p>5</p>		 <p>6</p>	
<p>• Check right side of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector 		<p>• Check left side of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector 		<p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> 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) No damaged insulation/exposed core wire Condition of inserted wire (no pulling out or TBO) Presence and condition of grommet and seal (applicable for water proof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector.</p> <ol style="list-style-type: none"> Bending position must be 60mm away from neck of connector. Avoid too much bending of branch. 	
 <p>7</p>		<p>NO GOOD condition on proper way of checking connector.</p> <p>WARNING</p> <ol style="list-style-type: none"> In case of Abnormalities, Please Stop the Production or Process Call the attention of Jr. Staff / staff Wait for further advise Wear proper PPE (Refer to FALP-GI-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE Be careful not to cause injury during inspection of wireharness 		<p>NOTE 1: Slightly touch the retainer using thumb finger from left to right, and right to left to be checked if the retainer is already locked or unlocked refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer lock.</p> <p>NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.</p> <p>NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.</p>	
<p>QA-QCA-L3-1905-015</p> <p>3</p> <p>May-08-2019</p>		<p>QA-QCA-L3-1707-001</p> <p>2</p> <p>Jul-24-2017</p>		<p>A3a-1610-007</p> <p>1</p> <p>Oct-21-2016</p>	
<p>A3a-1507-022</p> <p>0</p> <p>Jul-25-2015</p>		<p>Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GI-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. 2,3,4,8,5), changes or already checked item of sub assembly connector using Sub PC. Remove checking or deformation insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6). Additional check item (presence and condition of grommet and seal) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</p>	
<p>Update the sequence number of Process, additional comment for sequence No. 1</p> <p>First Issue per ISO 9001:2008 (Quality Management System)</p>		<p>Item No. 8</p>		<p>Item No. 8</p>	