

# FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM 263 / 06

ID Number: 18-03872	Complete Name: Nicart, Marlyn M.	Section: Daihatsu Final	Date of Incident: December 14, 2018	Date Issued: December 21, 2018
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On December 14, 2018 it was reported that you were allegedly caught doing manual insertion and not using sub PC wherein out of 33 insertion 20 were manually inserted as reported by I-Alert.

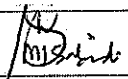
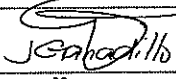
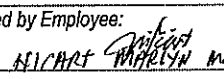
In view of the above, please explain in writing within 5 days or until January 5, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 3 which states Non-compliance on INSERT-PULL method.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1st offense.

(Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

#### FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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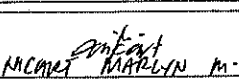
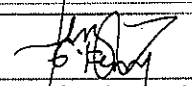
Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  NICART MARLYN M. Signature over Printed Name	Date Received: 01-29-19
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Part 2: (To be filled-in by concerned employee)

#### EXPLANATION

ako po ay si marlyn m. nicart na nakita po na nag manual Insertion. sa kataluhanan po na ako ay delay. akrent po kasi ang original operator ng sub 4 kaya po ako ang naka pwera. Hindi naman po ako dapat mag-sub pun po kabisado ko naman po ang Insertion ng sub 4 kasi po nag support naman po ako din minsan. kaya po ako nag manual ay dahil po ng delay na ang layout ko. at para po makapag bupar ako.

I pagpapalumanhin nyo po ang aling ngayawang kasangkapan. Hindi na po mauublit.

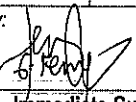
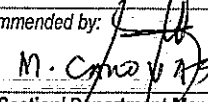
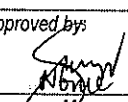
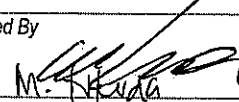
 Employee Name Signature over Printed Name	Date prepared: 01-29-19	 Explanation received by: Signature over Printed Name	Date Received: 01-30-19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: Member admitted being manual insertion together w/ support in staff to provide buffer for layout.			

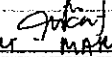
RECOMMENDATION / CORRECTIVE ACTION

Suspension	3 Workings Days Date from <u>April 14</u> to <u>April 18</u> Date Returned to work <u>April 19, 2017</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By  President (Signature over Printed Name)
Date: <u>3/11/17</u>	Date: <u>3/11</u>	Date: _____	Date: _____

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.

In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

  
Employee Signature over Printed Name: \_\_\_\_\_

Date Received: 04-15-17 & date

Paglalala: Pagbabalik galing suspension dapat ay is direktor sa training  
Admin. 2nd fr. 8AM.

# ALERT WRITTEN EXPLANATION

Control No: 005-12-18

☒ FAS

☐ PKIMT

<i>J. Escalante</i> J. Escalante	<i>J. Escalante</i> J. Escalante
Audited By:	Noted By:

Name: Martin M. Cant  
Position: Associate  
ID Number: 18-03872  
Batch No.: 73  
Car Model/Line: Donihatsu D23L J/P - Line 2103

Process: Sub-assy  
Group/Shift: A /NS  
Date/ Time: December 14, 2018 / 11:55 PM  
No of Offence: 1st  
Superior Name: J. Escalante & S. Velasco

Audit Findings: Non-compliance on Insert-Pull Method (doing Manual Insertion) - not using sub PC

## Details:

Around 11:55 PM Jr. Staff (Jessica Atienza) and sub-assy associate (Martin M. Cant) caught doing manual insertion, not using sub PC because after caught, she just do vouching of product on menu but the actual sub work have 20 insertion already installed on connectors.

NOTE: 33 insertion, 20 is manually inserted

Conn: OS-JU-14F

Conn: PD-H-4F

Conn: JLE-TP-SF-6K

Conn: JCB-TP-23F

NOTE: 12 inserted on conn.

VI, VI, VI, VI, VI, VI

OK

VI, VI, VI, VI, VI, VI

VI, VI, VI, VI, VI, VI

g drop wire (touch)

## WRITTEN EXPLANATION

ako po ay si martin m. cant na nahuli po na nagmamannual insertion sa kadahilanan po na ako ay delay. Absent po kasi ang original operator ng sub y kaya po ako ang naka pwerto dun. Hindi ko nanan po masaradong gamay ang pag csub kaya po ako ay nagmamannual para po maka pag buypur at delay na po ang lay-out ko.

## Remarks/Evaluation:

please issue I.R

12/21

<i>[Signature]</i> Signature of Employee Date: <u>12-15-18</u>	<i>J. Escalante</i> Jr Staff Date: <u>12-15-18</u>	<i>[Signature]</i> Staff Date: <u>12-15-18</u>	<i>[Signature]</i> Supervisor Date: _____	<i>[Signature]</i> Manager Date: _____
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