



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

NOTICE OF DECISION MEMO

February 4, 2019

TO: JANINE A. LEYMA

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

This has reference to your alleged violation of the company rule.

1. Section C No. 4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property, on July 5, 2018 you allegedly failed to notice the defect which is wrong attachment of Kanban (wrong color) because you did not follow SOP checking of actual VS Kanban.

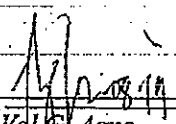
Based on the incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above.

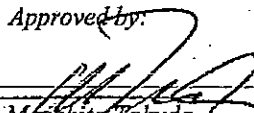
Such should you again commit the same offense in the future, the next higher penalty shall be imposed to you.

Despite the above penalty we urge you to be more cautious in performing your job responsibility and to avoid committing similar offenses.

Your suspension will be on February 14, 2019

For your strict compliance.

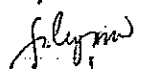

Val G. Agno
HR Department Manager

Approved by:

Masahito Tokuda
President

Noted by:

Mitsuhige Kawase
Division Manager



Received by: 
Janine Leyma

INCIDENT REPORT FORM

ID Number: 17-03435	Complete Name: Leyma, Janine A.	Group: Quality Control - Initial	Date of Incident: July 5, 2018	Date Issued: July 25, 2018				
Part 1: (To be filled-in by the Immediate Superior)								
INCIDENT REPORT								
<p>VIOLATION:</p> <p>On July 5, 2018 it was reported that you allegedly failed to notice the defect which is wrong attachment of Kanban (wrong color) because you did not follow SOP checking of actual VS Kanban.</p> <p>In view of the above, please explain in writing within 5 working days or until August 3, 2018 why no disciplinary action should be imposed on you for violating company policy Section C No. 4 which state Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company.</p> <p>The allege offense is punishable by suspension ranging from one (1) to six (6) working days for 2nd offense.</p>								
<p>Please explain in writing within 5 working days upon receipt of this report. Failure to do so, means you have waived your right to be heard.</p> <table border="1"> <tr> <td>Issued by: D. Linatoc Signature over Printed Name</td> <td>Noted by: R. Valencia Signature over Printed Name</td> <td>Received by Employee: JANINE A. LEYMA Signature over Printed Name</td> <td>Date Received: 07-28-18</td> </tr> </table>					Issued by: D. Linatoc Signature over Printed Name	Noted by: R. Valencia Signature over Printed Name	Received by Employee: JANINE A. LEYMA Signature over Printed Name	Date Received: 07-28-18
Issued by: D. Linatoc Signature over Printed Name	Noted by: R. Valencia Signature over Printed Name	Received by Employee: JANINE A. LEYMA Signature over Printed Name	Date Received: 07-28-18					
Part 2: (To be filled-in by concerned employee)								
EXPLANATION		COUNTERMEASURE						
<p>I didn't notice the defect "wrong attachment of kanban" because the affected kanban was mixed with all of other shikakan with gray wires because I only measure its diameter since it was the last set on my for 6h hanger. I thought it was already good because I only check terminal name and wire type size without noticing the wire color indicated on the kanban.</p>		<p>I will sign beside wire color indicate in the kanban for one month, as verification, that I properly check wire color.</p>						
<p>Employee Signature: Date prepared: 07-28-18</p>								
<p>Explanation received by: Signature over printed name</p>		<p>Date Received: July 28, 2018</p>						

ID Number: 17-03435	Complete Name: Leyma, Janine A.	Group: Quality Control - Initial	Date of Incident: July 5, 2018	Date: July 2018
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Part 3: (To be filled-in Immediate Superior)

Evaluation of Explanation:

☐ Valid
☒ Invalid

Superior's Remark: (if applicable)

Based on explanation of Associate she admitted that she did not follow SOP on kanban checking.

EVALUATION

Frequency of Incident:

☐ 1st Offense

☒ 2nd Offense

☐ 3rd Offense

☐ 4th Offense

RECOMMENDATION

CORRECTIVE ACTION

☐ Written Warning

☒ Suspension:

1 working days

(Penalty code: _____)

Date From: FEBRUARY 14, 2019

To: FEBRUARY 14, 2019

Date Return to work:

AUGUST 01, 2018 FEBRUARY 15, 2019

Penalty Codes;
Please refer to Company Handbook for penalty Codes

☐ Dismissal:

Effective:

Offense against:

Work and Business Standards

Remarks:

Failure to follow business standards, operation procedures, work instructions or work practices etc may or may not result to damage of company.

Issued by:

Janine A. Leyma
Immediate Superior
(Signature over Printed Name)

Recommended by:

Janine A. Leyma
Group/Department Manager
(Signature over Printed Name)

Approved by:

Janine A. Leyma
Personnel & GA Manager
(Signature over Printed Name)

Received by:

Concerned Employee
(Signature over Printed Name)

Date: July 18, 2018

Date: 7-28-18

Date:

Date:

☐ Employee Copy (original copy)
☐ P&GA Copy



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

For IR

INVESTIGATION REPORT QA-QC Initial Investigation Report

Noted By: *[Signature]*

Reviewed by: *[Signature]*

Prepared By: *[Signature]*

Date Prepared: 07-05-18

☐ QA Detected

☐ Late Detection of Inspector

☐ QA Outflow

Process Detection: *Letter*

Defect Name: *Wrong attachment of Kanban "Wrong Color"*

Defect Quantity: *1 Kanban / 10 pcs.*

Date/Time Encountered: *07-05-18 /*

Car model/Shift: *Suzuki / Shift-8*

Occurrence Process: *Auto Clamping*

Date/Cycle: *07-04-18*

Details of Defect:

Machine No.: *M191*

Product No.: *36420-53R90 (4) 1-P*

Lot No.: *59ND41*

Initial Sample of Operator: *Good*

Quality Check Lot: *Good*

Shikakari Details:

Terminal Name: *TSN-M03 / ASZF11-1*

Wire type & Size: *CW3 / 0.35*

Applicator No.: *F3-17300 / F3-200*

Responsible Persons:

Production:

Operator Name: *Romana Alvarez (Jr. Staff)*

Length in the Process: *5 yrs & 8 months*

No. of occurrence Made by the operator: *1/1*

QA-QC Initial

Inspector Name: *Veranie Legra*

Length in the Process: *3 yrs & 2 months*

Summary of Investigation:

ROOTCAUSE:

Double print of Kanban.

Action Taken/Countermeasure:

ROOTCAUSE:

*Instruct associate is encountered
Double print of Kanban, check first actual
v/s Kanban content before putting or attaching
Kanban on the shikakari.*

Implementation Date: *07-06-18*

Person In-Charge: *Sharon M. Mabun*

LEAKCAUSE:

*She did not noticed the wire color because
she was measuring the wire diameter since it was
the last color of grey because she was inspecting
all sets of grey.
→ Not following SOP checking of Actual vs Kanban*

LEAKCAUSE:

*→ Give a why analysis
→ Awareness meeting
→ Line patrol will monitor her for one month
if she follow her counter measure w/o is
signing up beside wire color for verification.*

Implementation Date: *07-06-18*

Person In-Charge: *Aratun*

Product No. 36420-53R90(4)-1-P	
Lot No. 59ND41	Machine No. M191
Wire Type CW3	Wire Size 0.35
Wire Length 1055	Wire Color GR
Operator 17-PK12095	Terminal Name TSN-M03
Terminal Code ASZF11-1	Terminal Date 07-05-18

GOOD

Product No. 36420-53R90(4)-1-P	
Lot No. 59ND41	Machine No. M191
Wire Type CW3	Wire Size 0.35
Wire Length 1022	Wire Color GR
Operator 17-PK12095	Terminal Name TSN-M03
Terminal Code ASZF11-1	Terminal Date 07-05-18

Result of Sorting:

Affected Quantity: *1 Kanban / 10 pcs*

Good: *0* No good: *10 pcs*

Production Initial: *NA* QA-QC Initial: *NA*

After QA Inspection: *NA* Secondary Process: *NA*

Wire Completion: *NA* Picking: *NA*

Result of Sorting/Checking at Final Assembly Process

Line Affected:

Sub-Assy: *NA* Dimension: *NA*

Lay-out: *NA* QA-appearance: *NA*

Total Defect at Final Assembly: Good: *0* NG: *0*

INVESTIGATION RESULT

Problem:

Wrong Color of wire due to wrong attachment of kanban.

State here the result of process investigation based on the identified problem

N/A.

This portion is for QA-QC Outflow

☐ NOT ACCEPTED

State Why?

☒ ACCEPTED

Because the printer is no good. Always produced double print kanban.

For Outflow of QA-QC Inspector (5 why)

Action Taken by Inspector

1 I didn't notice the defect "wrong attachment of kanban"

I will sign beside wire color indicate, in the kanban for one month, as verification, that I properly check wire color.

2 Because the affected kanban was mixed w/ all of other shikakari w/ gray wire.

3 Bec. I only measure its diameter since it was the last set on my for QA hanger.

4 Because I thought it was already good because I only check terminal name and wire size without noticing the wire color indicated on the kanban

5

Implementation Date:

Checked by (Name/Signature/Date):

Jr. Staff: *[Signature]* 07-06-13

Assigned Staff:

Line Patrol: *[Signature]* 07-06-13

Reviewed by (Name/Signature/Date):

Supervisor:

Assistant Manager:

Noted by:

Section Manager:

REMARKS (Indicate here if the Inspector is subject for issuance of Incident Report):