

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-02153	Complete Name: Salazar, Ronalyn C.	Section: Suzuki Final	Date of Incident: November 28, 2018	Date Issued: December 18, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On November 28, 2018 it was reported that you allegedly conduct mass pulling because you encountered Dotsu NG due to no good insert of wire on connector ASZ/DS4-24F and DS-16FA as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until December 22, 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.

(Please explain in writing within 1 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"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: RONALYN C. SALAZAR Signature over Printed Name	Date Received: 12-20-18
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Nagawa ko lag naman po mag-masspulling kasi po nag dotsu-NG. nung inulit ko nag masspulling na po ako dahil sa pagmamadali, subrang delay na delay na po kasi kami nun. Nagwawaiting na po ang runod namin process. Hirap po kasi kami mag-supply sa kanila. Tapos mabagal pa po magfunction ang aming p.c. kulang din po kasi kami sa tao. wala po kasi nakaportion cadya dun sa isa naming p.c. na buwan. Di po kasi tumatagal pag nagkakaroon kami ng qjt. nagaawol na po.

 RONALYN C. SALAZAR Employee Name Signature over Printed Name	Date prepared: 12-20-18	 Explanation received by: Signature over Printed Name	Date Received: 12/21/2018
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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: Admitted that she did manipulations, did not follow STOP-CAN-WAIT. if encountered delay on the process.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>1</u> Workings Days	Date from <u>4/20/19</u> to <u>4/25/19</u>	Date Returned to work <u>4/23/19</u>
Dismissal	Effective Date: _____	Offenses Against: <u>2/5/19</u>	<u>2/6/19</u>
Remarks:			
Issued by: <u>[Signature]</u> Immediate Superior (Signature over Printed Name) Date: _____	Recommended by: <u>[Signature]</u> Section/ Department Manager (Signature over Printed Name) Date: <u>12/21/18</u>	Approved by: <u>[Signature]</u> Human Resources (Signature over Printed Name) Date: _____	Noted By: <u>[Signature]</u> President (Signature over Printed Name) 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.

[Signature]
 Employee Signature over Printed Name:

Date Received: 12-20-18

I ALERT WRITTEN EXPLANATION

Control No: 501-11-14

☒ FAS

☐ PKIMT

<i>[Signature]</i> Audited By:	<i>[Signature]</i> Noted By:
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Name: Rhyan C. Salazar
Position: Associate
ID Number: 14-02153
Batch No.: 18
Car Model/Line: Suzuki 101 / 5116

Process: Sub-assy
Group/Shift: B-N5
Date/ Time: Nov. 28, 2018 / 9:05pm
No of Offence: 1st offense
Superior Name: Cherry Ramos - Jr. Staff

Audit Findings: Non-compliance on Insert-Roll Method

Details:

Conduct mass pulling. - encountered delay due to no good insert of wire on connector.
connector: AS2 / DS4 - 24F
DS-10FA } all wires inserted on the connector

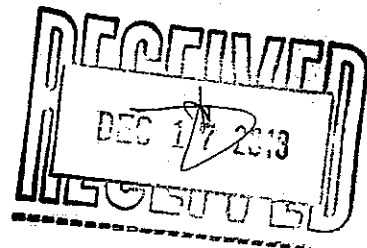
Delay na delay na nag mass pulling.

WRITTEN EXPLANATION

Nagawa ko lang naman po yun kasi po nag doku- NG gawa hindi
po nakamcent ng ayac, kung inulit ko po na mass pulling ko na po dahil sa
pagamadali at delay na delay na po kami, hirap po kasi kami mag-supply
sa sunod sa process, nag-uwait po kasi sila. Mabagal po kasi mag-function
ang P.C.

Please Issue I.R

Remarks/ Evaluation:



[Signature]
Signature of Employee
Date: 11/28/18

[Signature]
Cherry Ramos
Jr. Staff
Date: 11/28/18

[Signature]
E. GONZALES
Staff
Date: 12-10-18

[Signature]
D. PEREZ
Supervisor
Date: 12-10-18

[Signature]
H. O. MORALES
Manager
Date: 12/10/18

