



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SORIANO, DHENS CLAIRE

EMPLOYEE NUMBER: BF-14239

DEPARTMENT: (HONDA TKRA 3123) DAHMSU 2103 A

DATE: OCTOBER 27, 2019

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**


VIOLATION COMMITTED: Associate in NON-COMPLIANCE OR FAILURE TO FOLLOW THE STANDARD OPERATIONAL PROCEDURE IN INSPECTING PRODUCT, Inspector did not compare Actual harness to master sample. Inspector did not follow the proper way of checking connector, last **September 19, 2019**.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

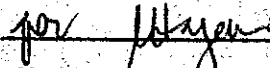
In view of this, you are hereby given a Seven days Suspension for the said violation of our Employee Code of Conduct.

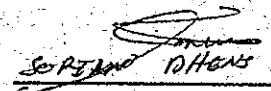
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

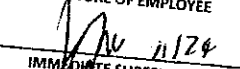
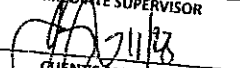

Mary Alanis V. Prago
MDHII HR COORDINATOR

NOTED BY:


Ms. Chady Dozono
MDHII BRANCH MANAGER


SORIANO DHENS CLAIRE D.

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 9-12 / 16-18
DATE RETURNED TO WORK	Dec. 19, 2019
SHIFT:	DS A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
BY:	 11/29
IMMEDIATE SUPERVISOR	
BY:	 11/28
CLIENT'S MANAGER	
ing ID sa Coordinator bago ang suspension date	
in ito pagbalik after suspension bago mag 8am/pm.	

Received by:  ANGIE S. GOMBAO 11/07/19

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: SORIANO, DHENS CLAIRE

EMPLOYEE NUMBER: BF-14239

DEPARTMENT: HONDA TKRA 3123

DATE: OCTOBER 27, 2019


SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: Associate in NON-COMPLIANCE OR FAILURE TO FOLLOW THE STANDARD OPERATIONAL PROCEDURE IN INSPECTING PRODUCT, Inspector did not compare Actual harness to master sample. Inspector did not follow the proper way of checking connector, last **September 19, 2019**, which is subject you to **6 to 10 Days Suspension**.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:



Mary Alanie V. Prago

MDHII HR COORDINATOR

NOTED BY:

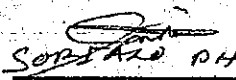

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

nung time po na nag inspect ako nag conduct po ako ng point to point then nakapatory po ang connector sa master sample para makita kopo ang pinagkarba then na audit po ako nung hindi kopo binuliat ang connector ng master sample dahil hindi kopo makita ng ayos yung connector na iniinspect ko dahil puro po tolong at malilit lang po ang pagitan nila sa isat isa kaya po hindi ko sya nacompare ng malapit pinagangako ko po na mas ayusin ko na ang paginspect

NOTE: You may use an extra sheet as needed


SORIANO DHENS CLAIRE

Employee's Signature Over Printed Name/Date

Received by:  ANGIE S. GOMA 10/27/19

Signature Over Printed Name/Date

ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: TAIP-1A-1909-1340

<u>Indra</u> M. DE OLIVERA	<u>JP</u> G. Magadia
Audited By:	Noted By:

Name: SORIANO, DENIS CLAIRE
Position: ASSOCIATE
ID Number: BF-14239
Batch No.: 25%
Car Model/Line: HONDA TARA / 8123

Process: APPEARANCE
Group/Shift: A1 Ds
Date/ Time: 09-11-19 / 01:20 PM
No. of Offense: 2nd offense
Superior Name: E. AUSTRIA

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

Details: Inspector did not compare actual harness to Master Sample.
Inspector did not follow the proper way of checking connector.

Nung Time na nag inspect po ako nag conduct po ako ng point to point then kapag sa connector po ang inspect ko ay ibinababa ko ang connector at tinatapat ko sa master sample then saka ko ipopoint Point at mag compare if parehas po ba sika, hindi ko lang po sya nahahawakan pareho ng nakatapos dahil po delay nako at tambak at nahihirapin.

din po ako maghahawak ng pareho ng connector sa may umpisa po ng portion ng harness dahil na kinubli ang mga connector at mayada pang na beband pero sinisugurado ko po na na compare ko po sya ng ayus sa master sample bago ko sya iangat or inspect bawat connector mas mag inspect po po ako ng mabuti at siguraduhin na gagawin talah ng need na operation sa ating process

Remarks/ Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>9-26-19</u>	<u>[Signature]</u> Jr Staff Date: <u>9/26/19</u>	<u>[Signature]</u> Staff Date: <u>9/26/19</u>	<u>[Signature]</u> Supervisor Date: <u>9-26-19</u>	<u>[Signature]</u> Manager Date: <u>9/27</u>
---------------------------------------------------------------------	--------------------------------------------------------	-----------------------------------------------------	----------------------------------------------------------	----------------------------------------------------

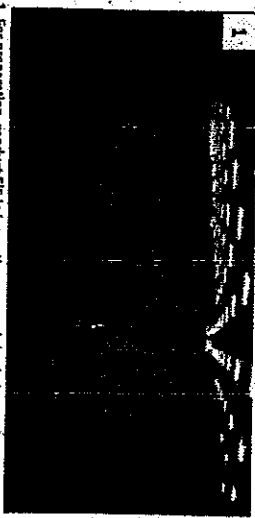
Final Assembly Assurance/ Appearance Inspection Process

FALP-WI-QCA-15005

WORK INSTRUCTION

1 OF 4

ALL	Master Sample, Registered Bailpin, Daily Checksheet	Quality Assurance Inspection Board, JICS, Prototype Supplying Machine	To serve as instruction for Quality Assurance Inspection	Final Assembly Process
<p>QCA-023 Appearance Assurance Daily Checksheet of Tools and Materials: QCA-027 Final Assembly Process Inspection Record QCA-019 Final Assembly Process Internal Defect Monitoring: QCA-021 Appearance Assurance Daily Monitoring Form, MAF-0897 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form 3): JMA-0897 Daily Inspection Record of Measuring Tapes: FALP-QI-007 Master Sample Daily Inspection Record: FALP-QI-001 Inspection Item Sheet Book</p>				
Prepared by:		Checked by:	Verified by:	Approved by:
Supervisor		Assistant Manager	Section Manager	Department Manager



1. For preparation, conduct S5 in inspection area and check the condition of inspection board and master sample base on the MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FSI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of MEI-055F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/ Assurance Daily Checksheet of Tools and Materials.

1.2 After filling-out all daily inspection records, perform checking of lacing harness left by the previous shift. If there are lacing sets refer to FALP-QI-QCA-15-143 Proper Treatment on Lacing Harness and if there is no lacing harness, log in to JICS using own QR code.

1.3 Get the harness from the hanger/polyholder and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).

NOTE 1: In case line has no master sample or the master sample was in no good condition, Inspector will use Daily Sample provided by QA/PP Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-QI-FGI-16003 Control of Master Sample

NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.



2. Lay out the wire harness into the inspection board and barcode the nameplate.

Note 1: Must layout one (1) harness at a time.

Note 2: For those products without nameplate, barcoding are not applicable.

Note 3: Inspector must update the product label card based on the actual product number running on inspection.

Note 4: In case of lacing set, finished set the clipper inspection before starting lacing harness to avoid making different products



3. Get the corresponding poly and of the harness for inspection.

Note 1: Check the tag code indicated on every nameplate if it is the same as the barcode indicated in the polycard.

Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.

4.1 Inspection flow/procedure for product which are required to barcode the polycard in polybox.

4.1.1



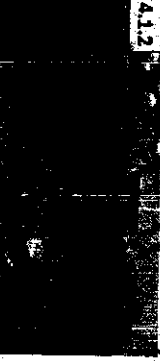
4.1.1.1 Sign the polycard as indication of person who prepared the sample. Sign the polycard and put the polycard in polycard holder of the polybox.

Note 1: Write also all the required marking (ex. marking in corner of polybox and audit claim) in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo First Good Inspection (FGI) to OI NO: ZZX-025-E

Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. Refer in Good and no good condition beside)

4.1.2



4.1.2 Proceed to inspection process based on FALP-QI-003. Inspection items Check Sheet of product and performing point to poly system of inspection. Refer to FALP-QI-Q08 Quality Assurance Preparation for New Product, FALP-QI-Q02 Monitoring and Measurement of Product and FALP-QI-Q03 Control of Nonconformities. Corrective and Preventive Action for encountered problem/abnormally during inspection.

Note: In case Inspector found NG or abnormally STOP the operation/inspection. CALL the attention of Staff/Jr. Staff and wait for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.

4.1.3



4.1.3 Push the button for pass tape and attach to the harness.

4.1.4



4.1.4 Mark the pass tape using register bailpin as indication that the harness pass the Assurance/Appearance inspection.

Characteristics: Assurance Inspection (MAZDA)