



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

NO. 3

INCIDENT REPORT FORM

| | | | | |
|------------------------|------------------------------------|-----------------------------|---------------------------------------|----------------------------------|
| ID Number: 18-03855 | Complete Name: Manila Julie Ann | Section: PD3-MAZDA FINAL | Date of Incident: October 07, 2020 | Date Issued: October 27, 2020 |
|------------------------|------------------------------------|-----------------------------|---------------------------------------|----------------------------------|

Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On October 07, 2020 it was reported that you allegedly do non-compliance act (Conduct advance insertion) as reported by I-Alert auditor.

In view of the above, please explain in writing within ^{5 days} ~~48 hours~~ why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.3 Non-compliance on INSERT-PULL method. This item shall also cover all non-compliance on existing rules of sub-assembly process.

The allege offense is punishable by suspension for 1st offense. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.



(Please explain in writing within ⁵ ~~48~~ 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 |
|---|--|--|--|--|

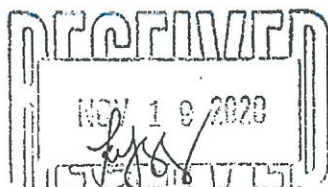
| | | | |
|---|---|--|----------------------------|
| Issued by: Immediate Superior Signature over Printed Name | Noted by: Manager Signature over Printed Name | Received by Employee: JULIE ANN MANILA Signature over Printed Name | Date Received: 10-28-20 |
|---|---|--|----------------------------|

Part 2: (To be filled-in by concerned employee)

EXPLANATION

Nakaipag advance insert po ako ng isang wire dahil hindi ko pa naiwasang hindi ito i-advance insert dahil looped wires po ito. Dalawang wire na nakaloop. Nagkaton naman po na ng NG DOTSI yung naiunang insertion bago yung isang wire na nainser ko after DOTSI. Magkasama po kasi ito kaya nainser ko na yung sumunod dahil pag hindi ay maari pa itong mag-tangle. Malimit din po kasi itong mag DOTSI, kung kayat minsan talaga para maiwasan ang DOTSI iinsert parcho then p hila one by one para iwas DOTSI. kase NG na po yung connector jig. Ito naman po ay nai concern ko na din sa EQ/equipment at ang labi po ay papalitan na daw ang connector jig at loose na din po kase yung lock jig nito.

| | | | |
|--|------------------------------|---|----------------------------|
| JULIE ANN MANILA Employee Name Signature over Printed Name | Date prepared: 10-28-2020 | Explanation received by: Signature over Printed Name | Date Received: 10/29/20 |
|--|------------------------------|---|----------------------------|



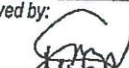
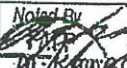


Part 3: (To be filled-in Immediate Superior)

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: She already feedback NG jg; but there is delay in replacement / repair of EQ. | | | |

RECOMMENDATION / CORRECTIVE ACTION

| | | | |
|--|--|---|--|
| Suspension | <input checked="" type="checkbox"/> Workings Days Date from <u>11/14/2020</u> to <u>11/15/2020</u> Date Returned to work <u>11/15/2020</u> | | |
| Dismissal | Effective Date: _____ Offenses Against: <u>Dec 9, 2020</u> | | |
| 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: _____ | Date: <u>11/15/20</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.

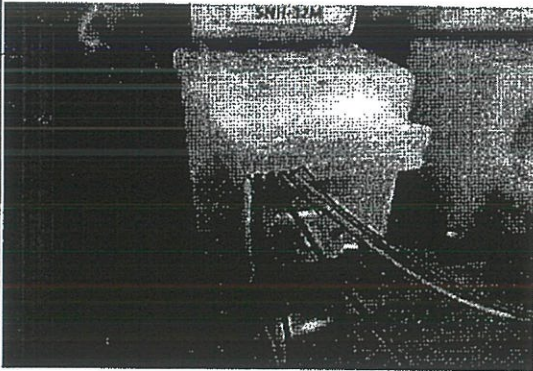
UVILIE ANN L. MANILA
Employee Signature over Printed Name:
Date Received: 12/03/2020



FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

| | | |
|--------------|--------------|--------------|
| M.Yabut | K. Hernandez | J. Reyes |
| Prepared by: | Checked by: | Approved by: |

I-Alert Daily Line Audit Report

| CUSTOMER: Mazda | | | |
|---|-----------------------|--|--------------|
| Date & Time | October 07,2020/12:30 | Illustration | Action Taken |
| Shift & Group | DS/B | No Available Picture | |
| Car Maker/ Model | Mazda Merge | | |
| Line No. | 1124 | | |
| Name | Ali,Lorraine Jane | | |
| ID No. | 15-02701 | | |
| Batch No. | 44 | | |
| Process | Sub Assy | | |
| FAS or Agency: specify | FAS Jr.Staff | | |
| Person Informed | G.Garcia | | |
| Audited by | M.Yabut | | |
| Reason/Risk: | | | |
| Audit Details | | | |
| Not Following STOP CALL WAIT | | | |
| Jr.Staff conduct turning off her own andon on sub assy process. | | | |
| Date & Time | October 07,2020/08:05 | Illustration | Action Taken |
| Shift & Group | DS/B | No Available Picture | |
| Car Maker/ Model | Mazda J12 | | |
| Line No. | 1103 | | |
| Name | Aguila,Maricar | | |
| ID No. | BF-17115 | | |
| Batch No. | 283 | | |
| Process | Layout | | |
| FAS or Agency: specify | MDHII | | |
| Person Informed | C.Datinguino | | |
| Audited by: | R.Llanes | | |
| Reason/Risk: | | | |
| Audit Details | | | |
| Using tape to cover finger | | | |
| Date & Time | October 07,2020/08:30 | Illustration | Action Taken |
| Shift & Group | DS/B |  | |
| Car Maker/ Model | Mazda J12 | | |
| Line No. | 1103 | | |
| Name | Manila,Julie Ann | | |
| ID No. | 18-03855 | | |
| Batch No. | 103 | | |
| Process | Sub Assy | | |
| FAS or Agency: specify | FAS | | |
| Person Informed | C.Datinguino | | |
| Audited by: | R.Llanes | | |
| Reason/Risk: | | | |
| Audit Details | | | |
| Advance Insertion of wire in sub assy process | | | |
| Connector SNH-32M color W/B | | | |

QCA-097-00

EFF:10/17/19



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H. Dimayuga

Date: 10/27/11
Time: 2:30

| | NAME | DEPARTMENT | POSITION | SIGNATURE |
|----|-----------------|------------|-----------|-----------|
| 1 | Julie Am Manila | Pd2 | Associate | Julie |
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

H. Dimayuga / 11-3
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date: 11/3

Agenda:

Location: Mazda Control Area

Hearing

Attendees:

Manila, Julie Ann

Details: Meeting Started:

2:30 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

She Already recall back NG jig; but there is delay in replacement / repair of EQ.

For the offense committed employee Manila, Julie Ann will be given suspension of 1 day.

- Noted and fully acknowledged.

End of Minutes 3:30 pm