



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 13-0712	Complete Name: Lailanie Fabul	Section: Section 3 - Daihatsu	Date of Incident: January 12, 2021	Date Issued: February 26, 2021
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

In relation to Customer Claim ^{wrong insert} ~~cross wire~~ during investigation it was found out on CCTV record for date January 12, 2021 that you allegedly conducted repairing of foreign material at ECT without using orange tag and presence of QA, the affected connector was the one affected by the customer claim.

The claim information was received and CCTV review have been conducted last February 23, 2021.

In view of the above, please explain in writing within 5 days or until March 3, 2021 why no disciplinary action should be imposed on you for violating below Company Policy:

C. Offense Against Work/ Business Standard 5. Unauthorized repair/ hidden repair excluding usage of prohibited extraction tool (Used clear tape to removed foreign material without the consent of QA and using orange tag) 1st offense

Possible Penalty : Suspension

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.

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: <i>Gene Rose Ferry</i> Immediate Superior Signature over Printed Name	Noted by: <i>Eugenio Caliao</i> Manager Signature over Printed Name	Received by Employee: <i>FABUL, LAILANIE</i> Signature over Printed Name	Date Received: 02-26-2021	

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

EXPLANATION

Alko po si Fabul, Lailanie na nakagawa ng violation na pagtatanggal ng design material sa connector sa ECT process. Sa kagustuhan ko po na mai-out agad ang harness ay hindi na po ako nakasunod sa SOP, na dapat gawin kapag may ng. kumuha na po ako agad ng clear tape at yun ang ginamit para mag tanggal ng foreign mat. Hindi ko po masya-dong nakita ang QA at nag base na long ako sa sinabi ng aming appearance kung nasaan ang foreign mat. Ilang beses ko po itong inulit hanggang sa mag'paas ang harness. Bumalik na po ako sa pag'a'assy dahil ng araw po na iyon ay nagkataong may absent sa line at nakaportion po ako.

Ipagpaumanhin niyo po ang nagawa ko. sa susunod po ay lagi ng susunod sa SOP at kung nagkataong magkaroon ulit ng absent ay mag'wo workload adjustment po kami upang ma-monitor ng apc ang line. Lagi din isipin na dapat pantay ang quality at quantity ng mailabas na harness.

<i>FABUL, LAILANIE</i> Employee Name Signature over Printed Name	Date prepared: 02-27-2021	<i>[Signature]</i> Explanation received by: Signature over Printed Name	Date Received: 2/27/21
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JR STAFF

WRITTEN EXPLANATION

Name: PAUL LOHANE

Violation: _____

Line 2122

naka-encounter po ang associate ng hindi magpass na harness sa ect. nagcompare po siya sa simbura at okay naman po ang insertion. pinatingnan po sa appearance ang condition ng conn, at may nakita pong foreign mat. sa kasustahan ko pong mai-out ang harness ay tinanggal ko po ito gamit ang clear tape. hindi ko na po napalagyan ng red tag dahil nanghihiyayang po ako kung hindi ma-out ang harness, at bumalik na po ako sa pag-classy dahil naka portion po ako ng time na yon.

susunod na po ako palagi sa sop at ilalipin ang quality na harness over quantity ng mai-out. pasensya na po.

JR. STAFF

K. BALANGUE
SUPERVISOR

M. COMIT
STAFF

MANAGER