



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-01242	Complete Name: Dueñas, Rona C.	Section: Suzuki Final	Date of Incident: March 11, 2019	Date Issued: March 21, 2019
-------------------------------	--	---------------------------------	--	---------------------------------------

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

INCIDENT REPORT

VIOLATION:

On March 11, 2019 it was reported that you were allegedly caught in the act pulling wire on appearance process due to encountered tension wire on connector SSG-TP-10F with wire type Civus 0.35 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until March 28, 2019 why no disciplinary action should be imposed on you for Violating the Memorandum for Major Non-Compliance Section A No.1 which states Unauthorized/hidden repair excluding usage of prohibited extraction tool.

The alleged offense is punishable by suspension ranging from one (1) to five (5) working days for 1st offense.

(Please explain in writing within _____ hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

FREQUENCY OF OFFENSE

<input 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>[Signature]</i> S. CATARA Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> K. CARBENA 3/25/19 Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> R. DUEÑAS Signature over Printed Name	Date Received: 3/26/19
---	--	--	----------------------------------

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

EXPLANATION

nakita po ako ng talent na naghihila ng wire K/277 civus 0.35 sa conn. SSG-TP-10F sa appearance process kasi naka encountered po ng konting tension wire and good po ang dimension. Yun po kasi ang portion na nag feedback ang dock audit na kigi nga po yun traction wire.

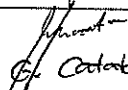
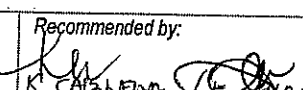
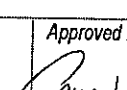
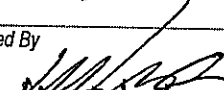
<i>[Signature]</i> R. DUEÑAS Employee Name Signature over Printed Name	Date prepared: 3/26/19	<i>[Signature]</i> K. CARBENA Explanation received by: Signature over Printed Name	Date Received:
--	----------------------------------	--	----------------

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:			
<p>Aware on memo of non-compliance.</p> <p>Wire tuning is already requested to PE until 04/20/19</p>			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input type="checkbox"/> Workings Days Date from <u>04/23</u> to <u>04/23</u> Date Returned to work <u>04/24</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By:
 Immediate Superior <small>(Signature over Printed Name)</small>	 Section/ Department Manager <small>(Signature over Printed Name)</small>	 Human Resources <small>(Signature over Printed Name)</small>	 President <small>(Signature over Printed Name)</small>
Date: <u>03-26-19</u>	Date: <u>04-07-19</u>	Date: <u>4/11/19</u>	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.

Roma / Duenas
 Employee Signature over Printed Name: _____

Date Received: _____

ALERT WRITTEN EXPLANATION

☒ FAS

Control No: FALP-1A-1903-177

☐ AGENCY

Please Specify: _____

<u>J. Calucay-OC</u> Audited By:	<u>G. Magadia</u> Noted By:
-------------------------------------	--------------------------------

Name: Rona C. Duñas
Position: Jr. Staff
ID Number: 14-01242
Batch No.: 24
Car Model/Line: Suzuki YD1 / 5123

Process: Appearance
Group/Shift: A / NS
Date/ Time: March 11 2019 / 12:05 am
No. of Offense: 1st
Superior Name: J. Matibag

Audit Findings: Un-authorized Repair / Hidden Repair

Details:

Caught in act conduct pulling of wire on appearance process due to encountered tension wire
Connector: SSC-TP-10F
Wire type: CIVUS 0.35 R /

WRITTEN EXPLANATION

Nakita po ako ng alert na naghiit ng wire sa connector: SSC-TP-10F
CIVUS 0.35 R / 217 sa appearance process kasi naka encountered po ng kating
tension wire pero good naman po ang dimension. Nakita encountered po karmi
ng tension lab na pag big product pag feedback din po ang clock audit
na lagi nga daw po yung tension wire.

STOP - CALL - WAIT

Please Issue I.R

Remarks/ Evaluation:

- 7 Already give written explanation
- 7 Coordinate to PE to monitor the affected wire.

3/21

<u>R. Duñas</u> Signature of Employee Date: <u>03-11-19</u>	<u>NA</u> Jr Staff Date: _____	<u>J. Matibag</u> Staff Date: <u>03-11-19</u>	<u>M. T. T. T.</u> Supervisor Date: <u>03-11-19</u>	<u>Her</u> Manager Date: <u>03/11/19</u>
---	--------------------------------------	---	---	--