



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK18771
Alday, Maribel Burazon

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : March 10, 2019

ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT
No. Offense: 2nd 100% Suspension MARCH 12, 2019
Line 55020 Jr. Staff 7 100% H-19 Staff
Return: 3/19-19
ACKNOWLEDGE BY: KATHERINE O. CABRERA
MANAGER
Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Alday, Maribel Burazon

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description:

Not Following SOP - Pen marking on passtape during process in ECT / Dim

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

17_PK18771

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK18771
Alday, Maribel Burazon

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 9-Mar-19

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Alday, Maribel Burazon

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description:

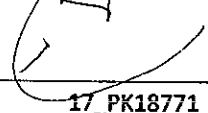
Not Following SOP - Pen marking on passtape during process in ECT / Dim

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

SIGNED BY:


PKIMT Management

onforme: 
17_PK18771

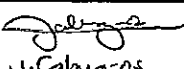

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1902-079

 J. Calugos	 G. Magadia
Audited By:	Noted By:

Name: Alday, Maribel
 Position: Associate
 ID Number: 17-PK18771
 Batch No.: 186
 Car Model/Line: YD1 / 5120

Process: ECT
 Group/Shift: A/NS
 Date/Time: Feb 16 2019 / 6:05 am
 No. of Offense: 1st offense
 Superior Name: R. Mamasigan

Audit Findings: Not following S.O.P

Details:

> Did not apply pen marking on passed tape in ECT inspection process.

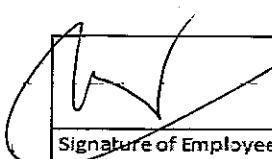
WRITTEN EXPLANATION

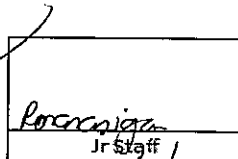
PER PO G. MARIBEL ALDAY, NG ITO AY NAGPAUNANG PANG HINDI CONSIDERAT
 SA PAGLALAGAY NG MAEL SA PASS TAPE. SA KAPAHILAHAN PO NA HINAHABIT PO ANG
 HARNES PARA SINOI PO AKO MATATAPALAN AT PARA PO MAISA OUTPUT KAMI HINDI
 KO NA PO MAGAMPANAN ANG PAGGUGUHIT SA PASS TAPE PAS PO SOBRANG
 BILIS NG ASSY. GUMAGHAN KO NAH NA MALAYAN LAHAT AY HINDI KO PO
 KAGAGAWA. PASSENSA NA PO. MAGMAMARK NA PO AKO LAHIT PO KAGAGAWA
 ANG PAGLALAGAY NG HARNES.

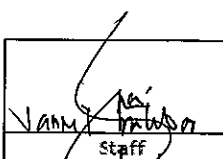
Please Issue I.R

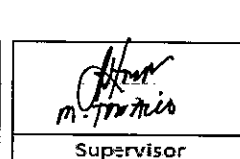
Remarks/ Evaluation:

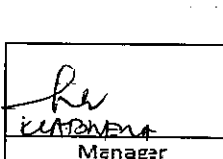
* I EXPLAIN TO ASSOCIATE THE IMPORTANCE OF PUTTING MARK ON
 THE PASSTAPE. AND EVEN SHE IS A HURRY TO REET THE OUTPUT
 SHE MUST FOLLOW THE SOP.



 Signature of Employee
 Date: 02-19-19


 Jr Staff
 Date: 2/19/19


 Staff
 Date: 2/19/19


 Supervisor
 Date: 2-19-19


 Manager
 Date: 2/27/19

Ca./Model	SUZUKI YD1	<div data-bbox="742 107 798 134" data-label="Caption"> Picture </div> 	<div data-bbox="1294 107 1401 134" data-label="Caption"> Action Taken </div>
Date/Time:	February 16, 2019		
Line/ Process	5120/Dimension		
Shift/ Group	NS/A		
Person Informed	J. Matibag		
<div data-bbox="183 230 239 257" data-label="Section-Header"> Details </div> <div data-bbox="39 309 375 358" data-label="Text"> <p>Did not apply pen marking on passed tape in ECT inspection process.</p> </div>			

WORK INSTRUCTION	4
FALP-WI-PRD-C-058	

[illegible]

To serve proper procedure for ECT inspection process in order to check if the electricity will function on the harness.

Final Assembly Process

FALP-WI-QCA-15007
FALP-WI-PRD-MS-183
FALP-WI-QCA-17004

Supervisor

Section Manager

Eugenio Cailao

Alronot Shirehat

1a Check the condition of machine and fill up the check sheet.

✓ME-051F1	✓ME-058
✓ME-052F1	✓ME-051F2

1b Perform Master sample checking Before start of the shift. (Refer to FALP-WI-PRD-MS-183 (Master Sample Checking (ECT Process))

2. Set the harness and fill up information of harness info. The QCA-007 final Assembly Process Inspection Record, see HCS System and check the product base on tuning product.

Note:

- **Proper Tuning of using QCA-007 final Assembly Process inspection Record**
- **Initial Mass Pro: 1 month use**
- **Mass Pro with HCS: No need to use**
- **Mass Pro without HCS: still need to use**

Note: For some lines, OIM machine and dummy plug detection is manually set by inspector.

Checkpoints: Make sure that all machines are functioning properly and in correct setting.

1. Do not wiggle/tap the checker jig if not pass on initial test.

5. If Pass get the pass tape, put it into the harness

Rego to Step 2 for Proper timing of using RCA-007 Final Assembly Process Inspection Record.

Note: Use the hanger provided and follow the maximum set.

[illegible]

ATTENTION:

- 1 *Call the attention of concerned personnel and report any abnormality in machine or process.*
- 2 *Always turn off the machine/equipment when not in use when encountered abnormality.*
- 3 *Wear proper PPE. Refer to FALP-GI-ESH-18006 Personal Protective Equipment (PPE)*

DIR/ENR No.	Revision No.	Details of Changes
PD-FRD-13A-1810-001	4	Nov-06-2018 Add warning for safety rule. Add note for proper timing of using QCA-007 Final Assembly Process Inspection Record under step 2. Add attention note. Changes on picture under step 1, 2, 3, 4, 5 and 7.
PD-FRD-13A-1803-002	3	Mar-05-2018 Additional rule at least 1 month recording on QCA-007 Final Assembly Inspection Record under step 2. Additional reference document (FALP-WI-MCI-17004 Unloading ECT Pneumatic system) for the additional rule for ECT locking system under step 4; Additional rule for marking the pass tape using registered ballpen as indication that the harness has passed the continuity process under step 5.
A3a-1612-001	2	Dec-05-2016 To indicate changes on actual process under step 1, 2, 4, 5, 6, 9; changed picture on step 5; add MEI-051F2, MEI-052F1, MEI-055 as forms to be used.
A3a-1506-008	1	Jun-10-2015 Add FALP-WI-MCI-M05-183 as reference.
A3a-058	0	Apr-01-2013 Update the Forms, Reference and scope of Application; Modification of procedure number 5 & 6 First issue per ISO 9001:2008 Quality Management system

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