



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

1101

INCIDENT REPORT FORM

ID Number: 18-04134	Complete Name: Palbacal Edlyn	Section: PD3-MAZDA FINAL	Date of Incident: September 10, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On September 10, 2020 it was reported that you allegedly do non-compliance act (doing ECT process even not certified) 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.4 Un-authorized operator doing the process (Pagsasagawa ng hindi authorized/ walang certification from recruitment and training Group excluding expired Authorization up to 1 month).

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
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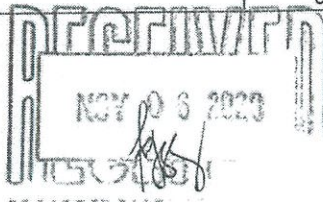
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Signature over Printed Name	Date Received: 10/27
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

nung araw po na gumay absent ang partner ng isa naming ECT. Wala po kasi ~~isa~~ ^{isa} po siyang nasa kundi ako, tambakan na po sa process kung kaya po naisipin ko na ang support kabit hindi ako certified para po makatulong.
Hindi na po ako naging process ng hindi certified dahil hindi ko po ang inyong pang-uraxia.
Salamat po.

 Edlyn D. Palbacal Employee Name Signature over Printed Name	Date prepared: 10-27-2020	 U. Mandigma Explanation received by: Signature over Printed Name	Date Received: 10-27-2020
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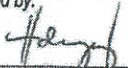
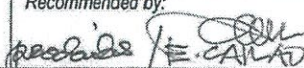
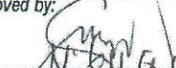
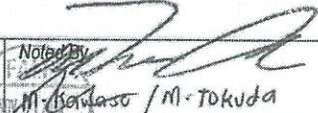


Part 3: (To be filled-in Immediate Superior)

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: Not certified member should not do the press and she is aware. Remind her of the rules & advise to have cross training first			

RECOMMENDATION / CORRECTIVE ACTION

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


Employee Signature over Printed Name:

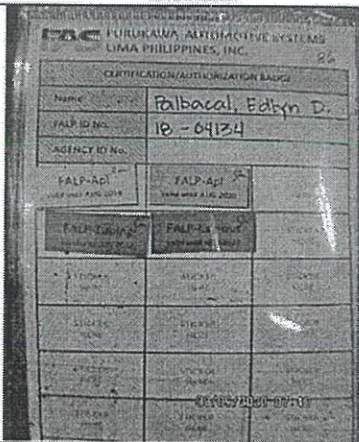
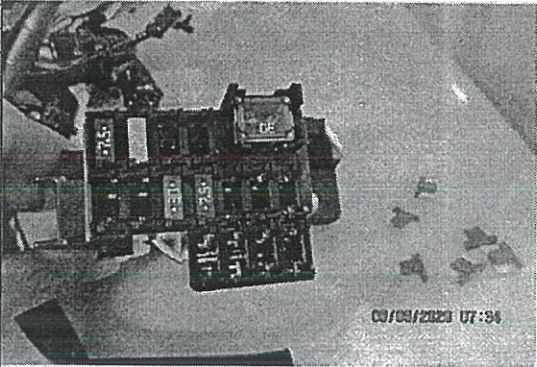
Date Received: Oct. 29, 20



FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

D.Cuartero	K. Hernandez	J. Reyes
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Mazda J12			
Date & Time	September 10,2020/08:45	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1101		
Name	Palbacal,Edlyn		
ID No.	18-04134		
Batch No.	86		
Process	ECT Process		
FAS or Agency: specify	FAS		
Person Informed	J.Mandigma		
Audited by	L.Trambulo		
Reason/Risk:			
Audit Details			
Un-authorized person doing the process Doing ECT process even not certified.			
Date & Time	September 10,2020/07:02	Illustration	Action Taken
Shift & Group	ADS		
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Morante,Randel		
ID No.	BF-13565		
Batch No.	252		
Process	ECT Process		
FAS or Agency: specify	MDHII		
Person Informed	B.Awat		
Audited by:	K.Pacpaco		
Reason/Risk:			
Audit Details			
Not following SOP Not using fuse plate during insertion of fuse. Remarks: advanced insertion of fuse.			
Date & Time	September 10,2020/09:00	Illustration	Action Taken
Shift & Group	ADS	No Available Picture	
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Bautista,Marilyn		
ID No.	BF-10795		
Batch No.	223		
Process	Sub Assy		
FAS or Agency: specify	MDHII		
Person Informed	B.Awat		
Audited by:	V.Arada		
Reason/Risk:			
Audit Details			
Un-authorized person doing the process Doing Sub Assy process even expired certification badge.			



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Heanny
Venue: Pb3 Area
Facilitator: H. Dimayuga

Date: 10/29
Time: 3:26 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Palbasal Edlyn D.	Mach J2 1101/030	Expert	Palbasal
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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.

Heanny
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date: 16/29

Location: Mazda Control Area

Agenda:

Hearing

Attendees:

Palbacal, Edlyn

Details: Meeting Started:

3:20 pm

- Discussed the violation for the issuance of 1R
- Employee explain her side and give reasons why she committed the violation

Based on Investigation

Not Certified member should not do the process and she is aware. Remind her of the rules & advise to have cross training first.

For the offense committed employee Palbacal, Edlyn will be given suspension of 1 day.

- Noted and fully acknowledged

End of Minutes 3:40 pm