

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

PKIMI

MEMORANDUM NO. HRADM

TO

: 17 PK19462

NAME

Diaz, Avelina Marson

FROM

PKIMT Management

**SUBJECT** 

: Notice for Suspension

No. of Offense

2nd offense

DATE

December 19, 2019

ACKNOWLEDGEMENT FORM

This refers to the alleged offense(s) you have committed at

10

10/16/2019

to name:

Diaz, Avelina Marson

Violation Offense No.

OFFENSES AGAINST COMPANY INTEREST

Section No.

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 in Sub assy process

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.

NOTED BY

**PKIMT Management** 

Conforme:

17 PK19462

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\_PK19462

NAME

Diaz, Avelina Marson

FROM

: PKIMT Management

SUBJECT

: Notice to explain

ord

No. of Offense

: 3rd offense

DATE

19-Dec-19

This refers to the alleged offense(s) you have committed at

16-Oct-19

to name: Diaz, Avelina Marson

Violation Offense V

### OFFENSES AGAINST COMPANY INTEREST

Section No.

10

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PKIMT Management

Conforme:

FURUKAWA - Production Operator

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

## I AI FRT WRITTEN EXPLANATION

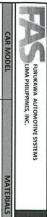
	I ALLINI VVINI I I	LIVEALLAINE	ATION		
FAS			Control No:	\$AIP. 1A-1910- 1824	
/ AGENCY Please Specify:	PKIMT		Graidin A. FAMISARAN Audited By:	G. Magadia Noted By:	
Position:Qss ID Number:	2, Chelina iosiate 14.19462 19. 19. 19. Hal Fellowing Sof Sula & Cluring Laserthoia 10.	Date/ Time: No. of Offense: Superior Name:	115H 74-26M (Gub		
WRITTEN EXPLANATION					
Ako po si no sub pe halo tumingin sa pe kasi po eye leb talaga ay mad	rd lang nanan '	no ako hindi l	anoj na insort ang po tiango i PC ko kawa	hindi pagtingin la di aks halata minsan pa	
	Remark	s/ Evaluation:			

Signature of Employee
Date: Da

m- w- ostho

Jr Staff Date: <u>10 | 기 | 1</u> Staff
Date: 10/25/19

Manager Date: 19/31/19



# SUB ASSEMBLY PROCESS

FALP-WI-PRD-SA-043 DOCUMENT NO .: WORK INSTRUCTION REVISION NO.: PAGE NO.: 1 OF

EFFECTIVITY DATE: Nov-06-2018

91 U.64 Terminal Guide System of Conduction and PC Control Type PCD-01, 03 (For of Sub) Dush Impection Record: MEI-050F3 0.64 Terminal Guide System Types of Induction and PC Control Type PCD-01, 03 (For Airbog) Disky Impection Record ALL Master Sample To serve as a guide for Sub Assembly operator 0.64 Terminal Guide System of Conduction and PC Control DEVICES / EQUIPMENT USED Final Assembly Process and Initial Process SCOPE

> 20CC409-10 0.64 Terminal Guide System of Conduction and PC Assembly Process Defect Flow; FALP-OP-020-Production; OSN-FALP-WI-QCA-15007 Final REFERENCE

Staff

Section Manager

Department Manager

Division Manager

Prepared by:

Checked by:

Approved by:



Perform Daily Inspection Checking on Sub PC Machine

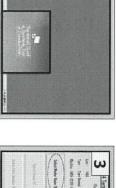
STEP 2.

click the icon Terminal Guide System. Turn on the SUB PC. On the desktop, double

Refer to MEI-050F1 (0.64 Terminal Guide System of Conduction and PC Control Type PCD-01, 03 Daily inspection Record or MEI-050F3 (0.64 Terminal Guide System Types of Conduction and PC Control Type PCD-01, 03 (For Airbag) Daily Inspection Record)

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Personner Per. 128 Nov Spiler Pr.



# STEP 3.

Select Worker Name . If name not found, you can press forward button >> operator's employee number and full name, then register by clicking Resist (R) button, type

Note: Alias is not allowed.



# STEP 4.

appear on screen after process assy master sample. "Daily check OK" function jig detection (use on A/B) using sub Perform "Daily Check" on sub pc with ferrite



## STEP 5.

group of the part number. On Select Group, choose the required Click Select Group Button.



Assembly Process Defect Flow Refer to FALP-WI-QCA-15007 Final If abnormality found, STOP-CALL-WAIT

Note: Only expert and above are allowed to click NG button

process.

Click the Start (S) button to start the the running product based on plan. Choose the specific part name

of

STEP 7.

Get the wire on the beamplate or in the sub hange

Follow the information needed on the screen

catcher to avoid deformation or bend terminal.

Note: Shikakari must be properly placed inside wire

STEP 6.

NO Counter OK Counter



## STEP 9.

as indication of end process "Finish" word will pop up on the PC

Note: Put "Unfinished Tag" when associate needs to leave

STREET	
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VARA	
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- Coll the attention of concerned personnel and report any abnormality in machine or process.
- Always turn off the machine/equipment when not in use and when encountered abnormality.
- Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE)

PD-PRD-L3a-1810-003 A3a-1609-048 A3a-043 1/0 1/1 2 Apr-01-2013 Oct-03-2016 Nov-06-2018 First Issue per ISO 9001:2008 Quality Management System under step no. 5; Merge picture and details of process 7 and 8 under step no.6.; Merge picture and details of process 9 and 10 and add note of Shikakari must be properly placed inside wire catcher to avoid Update processes based on actual (step 1,3,4,7); Additional application if abnormality occur in step 11; Additional note in step 3, 12 eformation or bend terminal under step no. 7.; Add warning for safety purposes ldditional forms MEI-050F3; Add Initial process on scope of process. Change picture and add MEI-050F3 on reference in performing daily inspection under step no.1.; Merge picture and details of process 5 and 6

ENG-001-03

