



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

1025-A

ID Number: 18-0415	Complete Name: Comia Marilou	Section: PD3-MAZDA FINAL	Date of Incident: September 19, 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 19, 2020 it was reported that you allegedly do non-compliance act (doing taping process even not certified) as reported by I-Alert auditor.

In view of the above, please explain in writing within 5 days 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 alleged 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 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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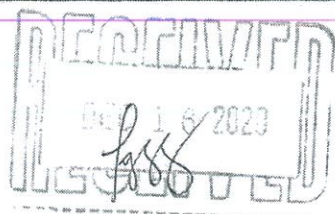
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: COMIA MARILOU M. Signature over Printed Name	Date Received: 10/27/20
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Na-audit po ako nang I-alert na nag-eend taping, nung mga oras pong iyon tambak po ang asy kaya naisipan ko pong icuport kahit alam kang hindi ako authorized. ang nasa isip ko po kase hindi naman po ako bubuo nong harness, pag eend-taping lang naman po ang gagawin ko.

 COMIA MARILOU M. Employee Name Signature over Printed Name	Date prepared: 10/27/20	 Explanation received by: Signature over Printed Name	Date Received: 12/01/2020
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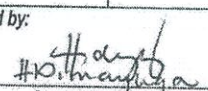
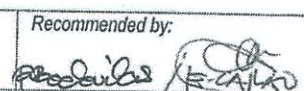

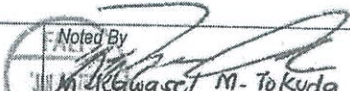


Part 3: (To be filled-in Immediate Superior)

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: Assy/Bukumi encountered delay and she supported, experts of the line but not certified in assy. Already forwarded request but encountered delay in processing her certification. She only do end taping, but still not certified & must not do the process			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days Date from <u>Jan 29</u> to <u>Jan 30</u> Date Returned to work <u>Jan 30</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	_____		
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/ Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By:  President (Signature over Printed Name)
Date: <u>12/11</u>	Date: <u>12/14/20</u>	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: _____

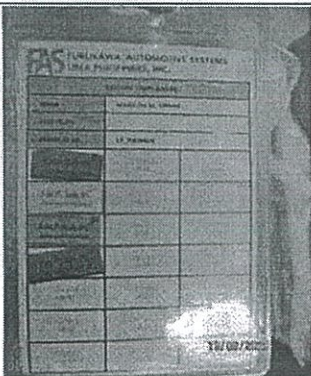
Date Received: _____



FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

M.Yabut	K. Hernandez	J. Reyes
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Mazda J12			
Date & Time	September 19, 2020/11:30	Illustration	Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Mazda J12		
Line No.	1005		
Name	Comia, Marilou		
ID No.	18-0415		
Batch No.	142		
Process	Assembly Process		
FAS or Agency: specify	FAS		
Person Informed	E. Napolitano		
Audited by	J. Punzalan		
Reason/Risk:			
Audit Details			
Un-Authorized person doing the process			
Doing taping process even not certified.			
Date & Time	September 19, 2020/08:00	Illustration	Action Taken
Shift & Group	DS/A	<p>No available Picture</p>	
Car Maker/ Model	Mazda J12		
Line No.	1102		
Name	Aranas, Melvin		
ID No.	18-04241		
Batch No.	152		
Process	Cover Fitting		
FAS or Agency: specify	FAS		
Person Informed	M. Magabo		
Audited by	R. Llanes		
Reason/Risk:			
Audit Details			
Not following KANBAN Rule			
Associate used parts without removing Kanban.			
Date & Time	September 19, 2020/09:30	Illustration	Action Taken
Shift & Group	DS/A	<p>No available Picture</p>	
Car Maker/ Model	Mazda J12		
Line No.	1103		
Name	Bredes, Vernabe		
ID No.	20PK40099		
Batch No.	308		
Process	Assembly Process		
FAS or Agency: specify	PKIMT		
Person Informed	H. Linga		
Audited by	R. Llanes		
Reason/Risk:			
Audit Details			
Not following SOP			
Associate did not return excess Clamp YA-106-G on JR.Staff.			
Found in her E-Bag.			
QCA-097-00			

EFF:10/17/19



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearin of
Venue: Maida Control Area
Facilitator: H. O. maguaga

Date: 12/11
Time: 3:20 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	COMIA MARILYN M.	PD3	EXPERT	
2	Valencia Christel I.	PD3	Account	
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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.

H. O. maguaga / 12-11
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date : December 11, 2020

Location : Mazda Control Area

Agenda :

Hearing

Attendees :

Comia, Marilou

Hazelyn Dimayuga

Details : Meeting Started: 3:20 pm

_Discussed the violation for the issuance of IR.

_Employee explain her side and give reasons why she committed the violation.

Based on Investigation:

Assy/Bukumi encountered delay and she supported, expert of the line but not certified in assy. Already forwarded request but encountered delay in processing her certification. She only do end taping, but still not certified & must not do the process.

For the offense committed employee Comia, Marilou will be given suspension of 1 day.

Noted and fully acknowledged.

End of Minutes 3:50