



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_PK18787
Hinay, Lea Aguilar — *Gen A. Hinay*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 17-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st 2 DAYS SUSPENSION</i> <i>Jan. 15-16, 2019</i> <i>Jan 17 return @ DCS</i>
Line	<i>FURUKAWA 5720 - B</i>
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>H. Hinay</i> / 12-17 <small>Signature Over Printed name/ Date</small>

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Hinay, Lea Aguilar

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-Stop, call and wait

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:

Chelaron
PKIMT Management

Conforme: *Gen A. Hinay*
17_PK18787

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK18787

Hinay, Lea Aguilar - *See A. Hinay*

FROM : PKIMT Management

SUBJECT : Notice to explain

No.of Offense : 1st offense

DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Hinay, Lea Aguilar

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-Stop,call and wait

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:

J. Indaveria 12/15
PKIMT Management

Conforme: *Lea A. Hinay*
17_PK18787

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: 540-12-18

<i>R. Talagay</i> R. Talagay	<i>E. Talagay</i> E. Talagay
Audited By:	Noted By:

Name: Hinay, Lea Aguilan
 Position: Associate
 ID Number: 12-1218787
 Batch No.: 186
 Car Model/Line: SUZUKI

Process: Dimension Process
 Group/Shift: DS-12
 Date/Time: 12-08-18 / 11:15
 No of Offence: 1st
 Superior Name: J. Matibag

Audit Findings: Inspector put pastape even encountered short dimension 197+10 Actual: 168mm
 Details:
- Did not following SOP
- Did not following General Ruler (STOP-CALL-WAIT)
 Product Number: 36680-7930-5-P
 Lot #: 59K253
 Serial: 174

WRITTEN EXPLANATION

Ako po si Lea A. Hinay, inspector ng 5120 Suzuki Merge. ay nagbigyan po ng I Alert written explanation sa kadahilanan po ng muna pag lalagyan ng pastape sa product harness 36680-7930-5-P. Nilagyan ko po ng pastape ang harness kaya kanya po ang tumawag ng expert for confirmation, sa oras po na yon naka portion po ang expert. Ang pagkakamit ko po di ko nilagyan ng for confirmation ang harness habang ang harness po ay nasa dimension table.

Please Issue I/R

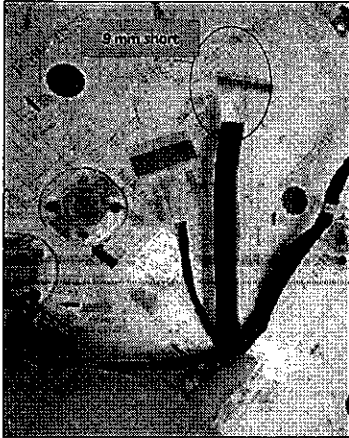




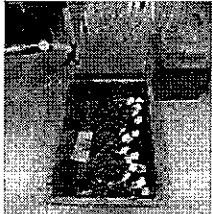

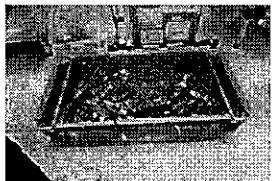
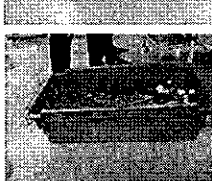


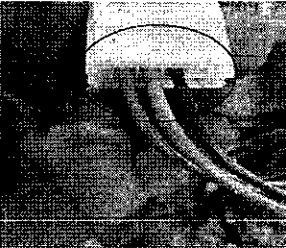

Remarks/ Evaluation:

I recommend to issue 3 days suspension due to SAE did not follow the SOP.

<i>Lea A. Hinay</i> Signature of Employee Date: <u>12/10/18</u>	<i>M. Ramos</i> Jr Staff Date: <u>12-10-18</u>	<i>For. P. Dela Cruz</i> 10-DE (ASTM) Staff Date: <u>12-10-18</u>	<i>M. Topacio</i> Supervisor Date: <u>12-10-18</u>	<i>H. Matibag</i> Manager Date: <u>12/11</u>
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E. Clareria 12/15 15

iAlert Line Audit Report

Car Model	Suzuki	Picture	Action Taken
Date	2018/12/10	   	
Line/ Process	5120 /Dimension		
Shift/ Group	DS-B		
Person Informed	J.Matibag/H.Dimayuga		
Details			
<p>Dimension Inspector put pass tape on harness even she encountered short dimension from junction to connector.</p> <p>Good : 177 + 10 - 0</p> <p>Actual: 168 mm</p>			
Car Model	Suzuki	Picture	Action Taken
Date	Dec.10,2018	     	
Line/ Process	5114/Sub Assy		
Shift/ Group	DS-B		
Person Informed	Ronna Vibar		
Details			
<p>Polybox placed directly on the floor and used as box of sub wires.</p>			
Car Model	Suzuki	Picture	Action Taken
Date	December 10,2018	 	
Line/ Process	5111/Sub assy		
Shift/ Group	DS-B		
Person Informed	Nicole De Castro		
Details			
<p>Sub-assy associate conducted advance insertion on connector:TSN-6F</p> <p>Product: 36930-74PMO-3-P</p> <p>Color: BE/ & R/</p>			
Car Model	Suzuki	Picture	Action Taken
Date	December 10,2018		
Line/ Process	5123/Sub assy		
Shift/ Group	DS-B		
Person Informed	Manilyn Bagui/R.Vibar		
Details			
<p>No Good hanging of Joint wires at sub-assy Process.</p>			
Car Model	Suzuki	Picture	Action Taken
Date	December 10,2018		
Line/ Process	5111/Inspection Process		
Shift/ Group	DS-B		
Person Informed	Ma'am Elsa/G.Catala		
Details			
<p>Jr.Staff who's assigned in minor repairing was also doing inspection process.</p> <p>Nam: Anna Rose Gutierrez</p> <p>Id #: 13-0472</p>		No picture available	

Ma'am Hazel

Good Day,

Below are the details of dimension inspector not follow the SOP.
(Inspector did not follow on the SOP based on QFWS)

Audit Findings: Did not follow the SOP during encountered defect.

Name: Hinay Lea

ID Number: 17-PK18787

Car Model: Suzuki

Line: 5120

Group: B

Shift: DS

Date: December 08, 2018

Time: 11:15am

J. Matibag- PD Staff

Audited By: I-Alert Audit

C. Offenses against Work/Business Standards

4. Failure to follow business standards, operation procedures, work instructions, Or work practices which may or may not result to damage of company property.

Investigation:

Based on interview on dimension inspector she already encountered the short dimension on the affected two (2) branches. That time the Jr. Staff are not available on the line due to have meeting, only expert can monitor the line.

When dimension inspector encountered defect she look for her expert and she seen that the expert have portion instead to stop the process she continue to inspect and attach the pass tape.

In this situation, it is clearly show that the dimension inspector did not follow the SOP based on the QFWS.

Regards,
Jannet