



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**  
Lima Technology Center, Lipa City, Batangas

1126-A

## INCIDENT REPORT FORM

ID Number: 05-02443	Complete Name: Alday Genjie	Section: PD3-MAZDA FINAL	Date of Incident: July 18, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On July 18, 2020 it was reported that you allegedly do non-compliance act (Caught cutting of Band cut on QA inspection table) as reported by I-Alert auditor.

In view of the above, please explain in writing within <sup>5 days</sup> ~~48 hours~~ why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.1 Unauthorized Repair/Hidden Repair excluding usage of prohibited tool.

The alleged offense is punishable by suspension for 1<sup>st</sup> 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 <sup>5</sup> ~~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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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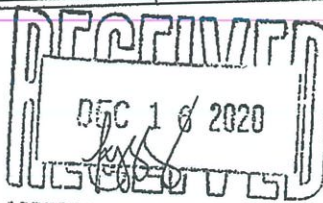
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Signature over Printed Name	Date Received: 12-16-20
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Nahuli po akong nagcut ng BND-JSR sa Q.A. inspection table dahil po long ito ng 2mm. Nagawa ko pong icut ang portion naito dahil unang-una po nanghihinayang po ako sa isang harness na dapat maaout na. At nagawa ko din po ito dahil may nakita po akong cutter ng kabilang shift namin. Mahikayat po akong gamitin ang bagay naito dahil alam ko pong may paroon para masolusyonan pero alam ko pong bawal ito.

Genjie G. Alday 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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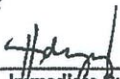
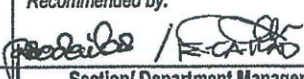
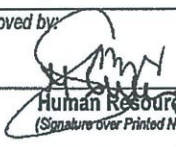



Part 3: (To be filled-in Immediate Superior)

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
<b>Result of Investigation:</b> there should be no cutter in their area possible after event (since new line) unable to retrieve. But this is not reason for her to use she must surrender & avoid non compliance. As per jr staff she thought of only output & forget consequence of her violation. Now she's at different line & give assurance that no other hidden repair after this audit			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days	Date from <u>Jan 30</u> to <u>Feb 30</u>	Date Returned to work <u>February 1</u>
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
<b>Issued by:</b>  Immediate Superior (Signature over Printed Name) Date: <u>12/1</u>	<b>Recommended by:</b>  Section/ Department Manager (Signature over Printed Name) Date: <u>12/14/00</u>	<b>Approved by:</b>  Human Resources (Signature over Printed Name) Date: _____	<b>Noted by:</b>  President (Signature over Printed Name) 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: \_\_\_\_\_

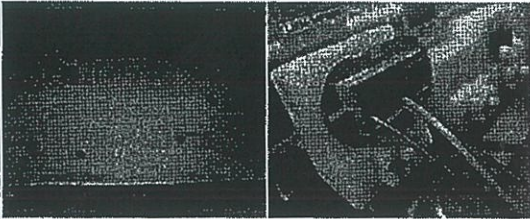
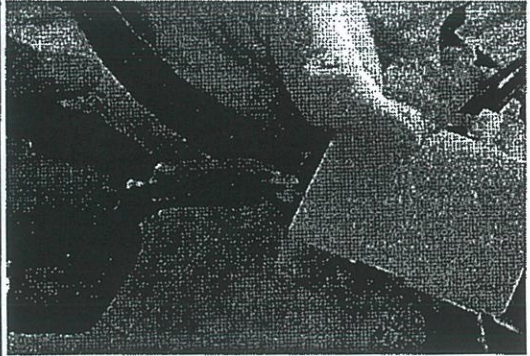




FURUKAWA AUTOMOTIVE SYSTEM  
LIMA PHILIPPINES

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

### I-Alert Daily Line Audit Report

<b>CUSTOMER: Suzuki</b> <b>MAZDA</b>			
Date & Time	July 18, 2020/	Illustration	Action Taken
Shift & Group	DS/B		
Car Maker/ Model	Mazda Merge		
Line No.	1126		
Name	Rivera Robert		
ID No.	BF-19071		
Batch No.	312		
Process	Sub Assy		
FAS or Agency: specify	MDHII		
Person Informed	X.C Kalaw		
Audited by	M.Yabut		
Reason/Risk:			
Audit Details			
<u>Not following SOP</u> Associate conduct advance insertion on connector LIFM-14FBGD wire color: Y/B and Y/			
Date & Time	July 18, 2020/	Illustration	Action Taken
Shift & Group	DS-B		
Car Maker/ Model	Mazda J20E		
Line No.	1034		
Name	Genjie Alday		
ID No.	05-02443		
Batch No.	38		
Process	Quality Assurance		
FAS or Agency: specify	FAS Jr. Staff		
Person Informed	E. Galang		
Audited by	J. Masapol		
Reason/Risk:			
Audit Details			
<u>Un-Authorized Repair/Hidden Repair</u> Conduct cutting of band cut on Quality Assurance table. Remarks: Cutter not applicable in the line.			

QCA-097-00

EFF:10/17/19



## Minutes of Meeting

Prepared	Examined	Noted	Verified
<i>H. Dimayuga</i> H. Dimayuga	N/A	N/A	<i>R. Odevilas</i> R. Odevilas

Date : December 11, 2020

Location : Mazda Control Area

Agenda :

### Hearing

Attendees :

Alday, Genjie

*Hazelyn Dimayuga*

Details : Meeting Started: *3:45 pm*

\_ Discussed the violation for the issuance of IR.

\_ Employee explain her side and give reasons why she committed the violation.

#### Based on Investigation:

There should be no cutter in their area, possible after event (since new line) unable to retrieve. But this is not reason for her to use, she must surrender & avoid non compliance. As per Jr. Staff she thought of only output & target consequence of her violation. Now she's at different line & give assurance that no other hidden repair after this audit.

For the offense committed employee Alday, Genjie will be given suspension of 1 day.

Noted and fully acknowledged.

End of Minutes

*4:00 pm*