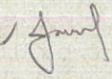


FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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_PK19537
NAME : Gonzales, Janine Viana / 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 19-Sep-19 to name: Gonzales, Janine Viana

Violation Offense | 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 :

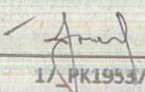
Not followin SOP in inspecting the product

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/PK19537

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1338

☒ AGENCY

Please Specify: PKINT

| | |
|------------------------------------|--------------------------------|
| <u>M. De Ocampo</u> Audited By: | <u>G. Magadia</u> Noted By: |
|------------------------------------|--------------------------------|

Name: GONZALES, JANINE
Position: ASSOCIATE
ID Number: 17-PK17537
Batch No.: 76
Car Model/Line: SUZUKI 701 / 5117

Process: APPEARANCE
Group/Shift: A/DS
Date/ Time: 09-19-19 / 10:30 AM
No. of Offense: 1st
Superior Name: A. LAMORTE

Audit Findings: Non compliance or failure to follow the standard operational procedure in inspecting the product.
Details:
Inspector did not compare actual harness to Master Sample
Inspector did not conduct inspection based on sequence
Inspector did not followed the proper way of checking connector

WRITTEN EXPLANATION

Im Janine Gonzales i've been audited for non compliance by not following the standard procedure of inspecting the harness as written above. Because im not used to it, Nexttime i will follow the instruction,

Remarks/ Evaluation:

Already give written explanation.
Orient the proper inspecting of harness, Jr. staff should be monitor it.
Issue Penalty

Janine
Signature of Employee
Date: 10-02-19

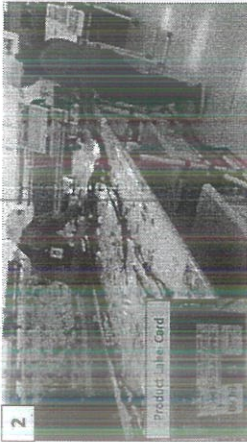
Jr
Jr Staff
Date: 10-02-19

J. Ramirez
Staff
Date: 10-03-19

M. Toranzo
Supervisor
Date: 10-02-19

G. Magadia
Manager
Date: 10-02-19

| | | | | | | |
|---|---|---|--|--|---|---|
| FAS FURUKAWA AUTOMOTIVE SYSTEMS NINA PHILIPPINES, INC. | | Final Assembly Assurance/Appearance Inspection Process | | DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-QCA-15005 | WORK INSTRUCTION: REVISION NO.: 5 | PAGE NO.: 1 OF 4 EFFECTIVITY DATE: Feb-23-2019 |
| FORM MODE | MATERIALS | TOOLS/EQUIPMENT USED | REFERENCE | APPROVAL | APPROVED BY: | |
| ALL | Master Sample, Registered Ballpen, Daily Checklists | Quality Assurance Inspection Board; IRCS; Paststape Supplying Machine | FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-343, FALP-GL-FGI-16003, FALP-WI-QCA-15007 ZZK-025-E | Prepared by: Checked by: Verified by: | Approved by: | |
| FORMS | | PURPOSE | SCOPE | Signature: Supervisor Assistant Manager Section Manager Department Manager | | |
| QCA-023 Appearance/Appearance Daily Checklist; Tools and Materials; QCA-007 Final Assembly Process Inspection Record; QCA-019 Final Assembly Process Internal Defect Monitoring; QCA-024 Appearance/Appearance Lacking Defect Monitoring Form; ME-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-3); ME-059F1 Daily Inspection Record of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-001 Inspection Item Check Sheet | | To serve as instruction for Quality Assurance Inspection | Final Assembly Process | | | |



1. For preparation, conduct 5S in inspection area and check the condition of inspection board and master sample base on the ME-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.

1.1 Check also the condition of tools and materials using forms of ME-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/Appearance Daily Checklist of Tools and Materials.

1.2 After filling-out all daily inspection records, perform checking of lacking harness left by the previous shift, if there are lacking sets refer to FALP-GL-QCA-LS-143 Proper Treatment on Lacking Harness and if there is no lacking harness, log in to IRCS using own QR code.

1.3 Get the harness from the hanger/polytrailer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).

NOTE 1: In case line has no master sample or the master sample was in no good condition, inspector will use Daily Sample provided by QA/PPD Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GL-FGI-16003 Control of Master Sample

NOTE 2: Product number of daily sample to be used must always be the same of the product number of the actual harness for inspection.

4.1 Inspection flow/procedure for product which are required to barcode the polycard in polybox.



4.1.1 Sign the polycard as indication of person who performed the packaging and set/put the polycard in polycard holder of the polybox.

Note 1: Write also all the required marking (ex. marking for customer in check audit claim) in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo a first Good inspection Refer to OI NO: ZZK-025-E

Note 3: Check the plastic polycard holder. Ensure that there is no dirt or marking on it. Refer in Good and No good condition beside



4.1.2 Proceed to inspection process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system of inspection. Refer to FALP-OP-008 Quality Assurance Preparation for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-003 Control of Non-conformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.



4.1.3 Push the button for pass tape and attach to the harness.



4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance/Appearance Inspection.


Characteristics: Assurance Inspection (MAZDA)

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.

PROPER WAY OF CHECKING CONNECTOR

| CAR MODEL | | MATERIALS | | DEVICES / EQUIPMENT USED | | REFERENCE | | APPROVAL | | EFFECTIVITY DATE | |
|-----------|--|---------------|------------------------|--------------------------|-------------|--------------|--------------|-------------------|-----------------------|------------------|------------------------------|
| FORMS | PURPOSE | Alignment jig | SCOPE | Prepared by: | Checked by: | Verified by: | Approved by: | DOCUMENT TYPE: | WORK INSTRUCTION NO.: | PAGE NO.: | OF 1 |
| | | | | | | | | DOCUMENT NO.: | REVISION NO.: | | |
| A1 | N/A | N/A | | FALP-CP-QCA-17074 | | | | FALP-WI-QCA-15015 | 3 | | May-08-2019 |
| N/A | To set instruction on how to check the condition of connector properly | | Final Assembly Process | FALP-GL-ESH-18006 | | | | L. Mindanao | S. Morfe | B. Ramirez | A. Nachor / T. Maruoka |
| | | | | | | | | Staff | Supervisor | Asst. Manager | Sec. Manager / Dept. Manager |

1

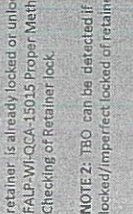


• Check the mating part of connector

1. No terminal backing out (must check in vertical and horizontal position).
2. No damage part (all edges must check).
3. No foreign matter attached
4. No excess burr
5. No deform part of connector
6. No band/deform/open tip to terminal (must check in vertical and horizontal position).
7. No wrong plating of terminal (gold/tin)
8. Presence of red mark for male connectors that has alignment (J2)
9. Presence and condition of pocket's rubber seal (applicable for water proof connectors).

CAUTION:
Do not insert your finger inside the connector mating part during inspection!

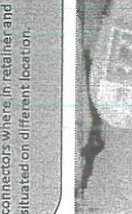
2



• Check front side of connector based on connector lock position (unless otherwise specified)

1. No wrong part
2. No damage part (all edges must check)
3. No foreign matter attached
4. No excess burr


3



• Check back side of connector

1. No damage part (all edges must check)
2. No foreign matter attached
3. No excess burr
4. No half locked retainer

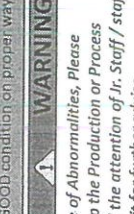
4



• Check right side of connector

1. No damage part (all edges must check)
2. No foreign matter attached
3. No excess burr
4. No deform part of connector

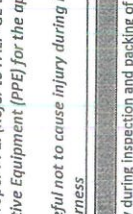
5



• Check left side of connector

1. No damage part (all edges must check)
2. No foreign matter attached
3. No excess burr
4. No deform part of connector

6



• Check the insertion part of connector

1. No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged or Insertion Part of all Common Connectors, for the acceptable damage condition).
2. No damaged insulation/exposed core wire
3. Cold joint of inserted wire (no pulling out or TBO).
4. Presence and condition of grommet and turnusen (applicable for water proof connectors).

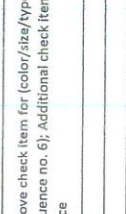
NOTE: Proper way of bending branch when checking the insertion part of connector.

- a. Bending portion must be 60mm away from neck of connector.
- b. Avoid too much bending of branch.

NOTE 1: Slightly touch the retainer using thumb finger from left to right; and right to left, to be checked if the retainer is already locked or unlocked refer to FALP-WHQCA-15015 Proper Method on Pressing and Checking of Retainer lock.

NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.

NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.



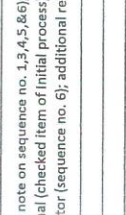
NO GOOD condition on proper way of checking connector.

1 WARNING

1. In case of Abnormalities, Please
2. Stop the Production or Process
3. Call the attention of Jr. Staff / staff
4. Wait for further advise

Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE

3 Be careful not to cause injury during inspection of wireharness



| DB/GR No. | Revision No. | Effectivity Date | Details of change |
|---------------------|--------------|------------------|--|
| QA-QCA-L3a-1905-015 | 3 | May-08-2019 | Additional warning information regarding safety purpose: (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and picking of wire harness |
| QA-QCA-L3a-1707-001 | 2 | Jul-24-2017 | Align sequence of checking to current process (sequence no. 2,3,4,8,5), changes on picture item no. 6; additional instruction and note on sequence no. 1,3,4,5,8,6; Remove check item for (color/size/type of wire) already checked item of subassy operator using Sub PC. Remove checking of deform insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and turnusen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference |
| A3a-1610-007 | 1 | Oct-21-2016 | Update the sequence number of Process, additional comment for sequence No. 1 item No. 8 |
| A3a-1507-022 | 0 | Jul-25-2015 | First Issue per ISO 9001:2008 Quality Management System |