



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_PK18250
NAME : Aclan, Giselle Panganiban *Opn. S*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	<i>1st 1 day</i>
Line	<i>SS704/A</i>
ACKNOWLEDGE BY:	<i>hew</i>
MANAGER	<i>TATIANA 10/21/19</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Aclan, Giselle Panganiban

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 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
17_PK18250

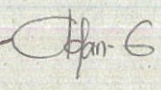
FURUKAWA - Production Operator

(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_PK18250
NAME : Aclan, Giselle Panganiban 
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: Aclan, Giselle Panganiban

Violation Offense !

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 in inspecting the product

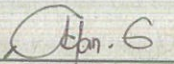
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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:


17_PK18250

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1342

☒ AGENCY

Please Specify: PKINT

<u>JR REYES</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Aclan, Girelle
 Position: Associate
 ID Number: 17-PK1020
 Batch No.: 181
 Car Model/Line: Suzuki / S104

Process: Appearance
 Group/Shift: AIDS
 Date/ Time: 09-19-19 / 2:55 PM
 No. of Offense: 1st
 Superior Name: A. AGUSTIN

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 follow proper way of checking connector

WRITTEN EXPLANATION

Tungkol po sa comparing ng Actual Harness to Master Sample. Ang pag inspect ko po kasi, Pinagtatapat ang Ang actual sa Master Sample na cucompare ko naman po sya at Nag co conduct po ako ng Point to Point system. At May niga Perhon nga po ako na Hindi na ako nag Po-punt, sa perhon po kasing iyon Ang ginagamit ko ay parihis kony Hawick ang actual harness at Master sample ng magtatapat. Hindi ko lang sya na point, Pero nacheck ko naman sya ng ayos sa ganun paraan at pagkita ko na Ebad naman Proceed na po ako sa connector. Lahat naman po ng Component, Parts ng Harness ay natilingan ko. Hindi nga lang po nagiging consistent sa proper et way checking ng connector. Lalo na po pag mahiks ang flow ng Harness. Patagunin ko na po ang flow ng aking pag inspect. Magiging standard na po sa pag inspect ng product.

Remarks/ Evaluation:

Point to point to the end

/sue Pena / ty

John G
 Signature of Employee
 Date: 9-28-19

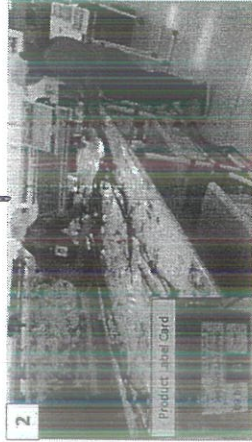
R. Fajela
 Jr Staff
 Date: 9-28-19

for m/mw
 Staff
 Date: 9/28/19

E. Sabido
 Supervisor
 Date: 9/28/19

John G
 Manager
 Date: 9/28

FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA 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
CHARACTERISTICS	DEFECTS/REWORK	DEFECTS/REWORK	DEFECTS/REWORK	DEFECTS/REWORK	DEFECTS/REWORK	DEFECTS/REWORK
ALL	Master Sample, Registered Bailpen, Daily Checksheet	Quality Assurance Inspection Board, IRCS, Passtape Supplying Machine	IRCS	IRCS	IRCS	IRCS
FORMS	QCA-023 Appearance/ Assurance Daily Checksheet; Tools and Materials; QCA-027 Final Assembly Process Inspection Record; QCA-029 Final Assembly Process Internal Defect Monitoring; QCA-024 Appearance/ Assurance Lacking Sets Monitoring Form; MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-3); MEI-055F2 Daily Inspection Record of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-021 Inspection Item Check Sheet	QCA-023 Appearance/ Assurance Daily Checksheet; Tools and Materials; QCA-027 Final Assembly Process Inspection Record; QCA-029 Final Assembly Process Internal Defect Monitoring; QCA-024 Appearance/ Assurance Lacking Sets Monitoring Form; MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-3); MEI-055F2 Daily Inspection Record of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-021 Inspection Item Check Sheet	IRCS	IRCS	IRCS	IRCS
PREPARED BY:	Sharon Morita Supervisor	Checked by:	B. Ramirez, Guillermo Masajala Assistant Manager	APPROVAL	Verified by:	Approved by:



1. For preparation, conduct 5'5 in inspection area and check the condition of inspection board and master sample base on the MEI-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 MEI-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/ Assurance Daily Checksheet 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-GI-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/polyainer 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/PO Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GI-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 claim, stock audit claim) in polycard before setting to polycard holder (if applicable).

Note 2: For harness that will undergo First Good Inspection refer to OI No: ZZZK-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-003 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 Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.

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.

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

4.1.4 Mark the pass tape using register bailpen as indication that the harness pass the Assurance /Appearance inspection.

Characteristics: A Assurance Inspection (MAZDA)

FAS FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		WORK INSTRUCTION		PAGE NO. 1 OF 1		EFFECTIVITY DATE: May-08-2019															
CAR MODEL		DOCUMENT TYPE: DOCUMENT NO.		REVISION NO.		APPROVAL															
All		FALP-WI-QCA-15008		3		Prepared by: Checked by: Verified by: Approved by:															
MATERIALS		REFERENCE		FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GI-ESH-18006		L. Mindanao, S. Morte Staff Supervisor Asst. Manager Sec. Manager / Dept. Manager															
FORMS		PURPOSE		SCOPE		Final Assembly Process															
N/A		To set instruction on how to check the condition of connector properly		Alignment jig																	
1		 <p>• Check the mating part of connector</p> <ol style="list-style-type: none"> 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 bend/deform/open tip 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 jig 9. Presence and condition of skin rubber seal (applicable for water proof connectors) <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p>		 <p>• Check front side of connector based on connector lock position (unless otherwise specified)</p> <ol style="list-style-type: none"> 1. No wrong part 2. No damage part (all edges must check) 3. No foreign matter attached 4. No excess burr 		 <p>• Check back side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No half locked retainer 		 <p>• Check right side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 		 <p>• Check left side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check) 2. No foreign matter attached 3. No excess burr 4. No deform part of connector 		 <p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> 1. No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition) 2. No damaged insulation / exposed core wire 3. Condition of inserted wire (no pulling out or TBO) 4. Presence and condition of grommet and isomaten (applicable for water proof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> a. Bending portion must be 50mm away from neck of connector b. Avoid too much bending of branch 		 <p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> 1. No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition) 2. No damaged insulation / exposed core wire 3. Condition of inserted wire (no pulling out or TBO) 4. Presence and condition of grommet and isomaten (applicable for water proof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> a. Bending portion must be 50mm away from neck of connector b. Avoid too much bending of branch 		 <p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> 1. No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of all Common Connectors, for the acceptable damage condition) 2. No damaged insulation / exposed core wire 3. Condition of inserted wire (no pulling out or TBO) 4. Presence and condition of grommet and isomaten (applicable for water proof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> a. Bending portion must be 50mm away from neck of connector b. Avoid too much bending of branch 		 <p>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-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer Lock)</p> <p>NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.</p> <p>NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.</p>		 <p>NO GOOD condition on proper way of checking connector.</p> <p>WARNING</p> <ol style="list-style-type: none"> 1. In case of Abnormalities, Please 1. Stop the Production or Process 2. Call the attention of Jr. Staff / staff 3. Wait for further advise 2. Wear proper PPE (Refer to FALP-GI-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE 3. Be careful not to cause injury during inspection of wire harness 	
QA-QCA-13a-1505-015		Revision No.		3		Effectivity Date		May-08-2019													
QA-QCA-13a-1707-001		Revision No.		2		Effectivity Date		Jul-24-2017													
A3a-16-0-007		Revision No.		1		Effectivity Date		Oct-21-2016													
A3a-1507-022		Revision No.		0		Effectivity Date		Jul-25-2015													
<p>Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GI-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness)</p> <p>Align sequence of checking to current process (sequence no. 2,3,4, & 5), changes of picture item no. 6, additional instruction and note on sequence no. 1,3,4,5, & 6; Remove check item for (color/size/type of wire) already checked item of sub assembly 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 isomaten) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</p> <p>Update the sequence number of Process, additional comment for sequence No. 1 item No. 8</p> <p>File: Issue per ISO 9001:2008 Quality Management System</p>																					