



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 : 19_PK32491
NAME : Andal, Erica Compañia
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	1st
1 day	10/26/19
S7104 272/A	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/23/2019 to name: Andal, Erica Compañia

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:

PKIMT Management

Conforme:

19_PK32491

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 : 19_PK32491
NAME : Andal, Erica Compañia
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 23-Sep-19 to name: Andal, Erica Compañia

Violation Offense I X

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 :

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

19_PK32491

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1909-1456

☒ AGENCY

Please Specify: PKIMT

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

Name: ANDAL, ERICA
 Position: ASSOCIATE
 ID Number: 19 PK32491
 Batch No.: 263
 Car Model/Line: TKRA / 3125

Process: APPEARANCE
 Group/Shift: A / NS
 Date/ Time: 9-23-19 / 8:30 PM
 No. of Offense: 1
 Superior Name: B. KATIGBAK

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 follow the proper way of checking connector.

WRITTEN EXPLANATION

I'm Erica Andal, appearance of HONDA TERRA 3DS shift A was a little bit not conducted/ follow the SOP in inspecting the harness. Some of time I compare the actual harness to master sample if it is easy to compare like; component to component or clamp to clamp. And some time I didn't compare because it is hard for me to compare harness when it comes to the part of the product that is twisted. I didn't follow the proper way of checking the connector even though I know how to check. There's have the instances that I can apply the proper way on checking the connector when I inspecting the product. And sometime also, I didn't follow because it is difficult for me to do that when it comes to a lot of connector.

My counter measure is I will do my best to always compare the actual harness to the master sample and do point to point system. And always follow the proper way of checking the connector like mating part first, second front/back and pins. The retainer lock, after that the insulation and lastly the insertion. From now on I will follow the SOP which is Standard Operational Procedure and apply when I inspecting harness/product.

Remarks/ Evaluation:

Issue Penalty

Signature of Employee
 Date: 09-23-19

Signature of Jr Staff
 Date: 9-27-19

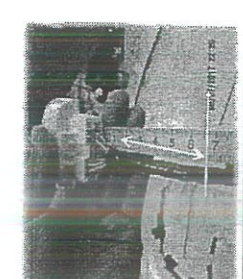
Signature of Staff
 Date: 9-27-19

Signature of Supervisor
 Date: 9-27-19

Signature of Manager
 Date: _____

FAS		FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.		Final Assembly Assurance/Appearance Inspection Process		WORK INSTRUCTION		PAGE NO. 1 OF 4					
CAR MODEL		MATERIALS		PROCESS / EQUIPMENT		REFERENCE		REVISION NO. 5					
ALL		Master Sample, Registered Ballpen, Daily Checksheet		Quality Assurance Inspection Board, IRC5, Pastepaste Supplying Machine		FALP-OP-003, FALP-CP-009, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-16003, FALP-WI-QCA-15007, ZZZK-025-E		FALP-WI-QCA-15005					
QCA-023 Appearance/ Assurance Daily Checksheet of Tools and Materials; QCA-007 Final Assembly Process Inspection Record; QCA-019 Final Assembly Process Internal Defect Monitoring; QCA-024 Appearance/ Assurance Lacking Set; Monitoring Form; MEI-003A Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-1); MEI-003A Daily Inspection Record of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-001 Inspection Item Check Sheet		FORMS		SCOPE		Prepared by:		Checked by:					
				To serve as instruction for Quality Assurance Inspection		Sharon Masite Supervisor		Annabel Nethor Assistant Manager					
						Verified by:		Approved by:					
								Tibabelle Manolita Department Manager					
 <p>1. For preparation, conduct 5S in inspection area and check the condition of inspection board and master sample base on the MEI-075F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board and FGI-007 Master Sample Daily Inspection Record.</p> <p>1.1 Check also the condition of tools and materials using forms of MEI-659F1 Daily Inspection Record of Measuring Tapes and QCA-021 Appearance/ Assurance Daily Checksheet of Tools and Materials.</p> <p>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 it to IRC5 using own QR code.</p> <p>1.3 Get the harness from the hanger/polytainer and fill out the product information into the QCA-007 Final Assembly Process Inspection Record (if applicable).</p> <p>NOTE 1: In case line has no master sample or the master sample was in the good condition, Inspector will use Daily Sample provided by QA/PO Jr. Staff/Seff. Daily Sample Card must be attached on the daily sample harness. Refer to FALP-GL-FGI-16003 Control of Master Sample</p> <p>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</p>		 <p>2. Lay out the wire harness into the Inspection Board and barcode the nameplate.</p> <p>Note 1: Must layout one (1) harness at a time.</p> <p>Note 2: For those products without nameplate, barcoding are not applicable.</p> <p>Note 3: Inspector must update the product label card based on the actual product number running on inspection.</p> <p>Note 4: In case of lacking set, finished first the current inspection before starting lacking harness to avoid mixing different products.</p>		 <p>3. Get the corresponding polycard of the harness for inspection.</p> <p>Note 1: Check the tag code indicated on every nameplate if it is the same as the tag code indicated in the polycard.</p> <p>Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.</p>		 <p>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.</p> <p>Note 1: Write also all the required marking (ex. marking for customer's dialy, dock audit claim) in polycard before setting to polycard holder (if applicable).</p> <p>Note 2: For harness that will undergo First Good inspection refer to OI NO: ZZZK-025-E</p> <p>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)</p>		 <p>4.1.2 Proceed to inspection process based on PPG-001 Inspection Items Check Sheet of product and performing point to point system for New Product, FALP-OP-012 Monitoring and Measurement of Product and FALP-OP-013 Control of Nonconformities, Corrective and Preventive Action for encountered problem/ abnormality during inspection.</p> <p>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.</p>		 <p>4.1.3 Push the button for pass tape and attach to the harness.</p>		 <p>4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance/Appearance inspection.</p>	

PROPER WAY OF CHECKING CONNECTOR

PROPER WAY OF CHECKING CONNECTOR									
DOCUMENT TYPE		WORK INSTRUCTION		PAGE NO.		1 OF 1		EFFECTIVITY DATE	
DOCUMENT NO.		REVISION NO.		3		May-08-2019			
FALP-WI-QCA-15008									
REFERENCE									
FALP-CP-QCA-17074		FALP-WI-QCA-15015		FALP-GL-ESH-18006					
APPROVAL									
Prepared by:		Checked by:		Verified by:		Approved by:			
L. Mindanao		S. Morfe		B. Ramirez		A. Nachor / T. Maruoka			
Staff		Supervisor		Asst. Manager		Sec. Manager / Dept. Manager			
DETAILS OF CHANGE									
Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006). Be careful not to cause injury during inspection and packing of wire harness		Align sequence of checking to current process (sequence no. 2, 3, 4, 8, 5); changes on a newly checked item of sub assembly 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 gomusen and "sumesen") and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference		Update the sequence number of Process, additional comment for sequence No. 1		First issue per ISO 9001:2008 Quality Management System			
QA-QCA-13a-1905-015	3	May-08-2019							
QA-QCA-13a-1707-001	2	Jul-24-2017							
A3a-1610-007	1	Oct-21-2016							
A3a-1507-022	0	Jul-25-2015							
FORMS		PURPOSE		SCOPE		Alignment jig			
N/A		To set instruction on how to check the condition of connector properly		Final Assembly Process					
MATERIALS									
All		N/A							
<div> <div>  <p>1</p> <ul style="list-style-type: none"> Check the mating part of connector No terminal backing out (must check in vertical and horizontal position) No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector No bend/deform/open tip external (must check in vertical and horizontal position) No wiring, crimping of terminal, fold (tin) Presence of red mark (for final connectors that has alignment jig) Presence and condition of gaskets in rubber seal (applicable for waterproof connectors) <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p> </div> <div>  <p>2</p> <ul style="list-style-type: none"> Check front side of connector based on connector lock position (unless otherwise specified) No wrong part No damage part (all edges must check) No foreign matter attached No excess burr </div> <div>  <p>3</p> <ul style="list-style-type: none"> Check back side of connector No damage part (all edges must check) No foreign matter attached No excess burr No half locked retainer </div> <div>  <p>4</p> <ul style="list-style-type: none"> Check right side of connector No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector </div> <div>  <p>5</p> <ul style="list-style-type: none"> Check left side of connector No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector </div> <div>  <p>6</p> <ul style="list-style-type: none"> Check the insulation part of connector No damaged cavity (Refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged Insulation Part of all Common Connectors, for the applicable damage condition) No damaged insulation exposed core wire Condition of insulated wire (the pulling out of TBO) Presence and condition of gomusen and sumesen (applicable for waterproof connectors) <p>NOTE: Proper way of bending branch when checking the insulation part of connector: a. Bending portion must be 50mm away from neck of cable body b. Avoid too much bending of branch</p> </div> <div>  <p>7</p> <ul style="list-style-type: none"> Check the insertion part of connector No damaged cavity (Refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged Insulation Part of all Common Connectors, for the applicable damage condition) No damaged insulation exposed core wire Condition of insulated wire (the pulling out of TBO) Presence and condition of gomusen and sumesen (applicable for waterproof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector: a. Bending portion must be 50mm away from neck of cable body b. Avoid too much bending of branch</p> </div> <div>  <p>8</p> <ul style="list-style-type: none"> Check the insertion part of connector No damaged cavity (Refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged Insulation Part of all Common Connectors, for the applicable damage condition) No damaged insulation exposed core wire Condition of insulated wire (the pulling out of TBO) Presence and condition of gomusen and sumesen (applicable for waterproof connectors) <p>NOTE: Proper way of bending branch when checking the insertion part of connector: a. Bending portion must be 50mm away from neck</p> </div> </div>									