



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 : 20_PK42751
NAME : Francisco, Christine Mae Carpela
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 28, 2020

| PKIMT ACKNOWLEDGEMENT FORM | |
|----------------------------|-----------------------------------|
| COMMENTS/ ASSESSMENT | |
| No. Offense: | 2nd |
| | 2 days suspension |
| | 12/15-16/20 |
| | date return 12/17/20 @ SAM |
| Line/Shift | A2727 |
| ACKNOWLEDGE BY: | |
| MANAGER | Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 11/28/2020 to name: Francisco, Christine Mae Carpela

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:

Inspector caught holding the Harness while other inspector adding tape in Dimension process

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: 
20_PK42751

FURUKAWA - Production Operator

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

OFFENSE: NOT FOLLOWING SOP

DATE: 11/27/20

WRITTEN EXPLANATION:



Hindi naman po ako ang nagrepair, hawak ko lang po yung harness kase portion ko po yun. Nagtape po kasi yung kasama ko hinawakan ko po bilang portion ko naman po yun. Hindi po ako ang nagtape ang mali ko lang po ay tinulungan ko pa kasi takot din po kame matambakan. Pangakong hindi na po ulit at pag may nakita po ako na gumagawa pa ng ganun ako na po ang magsacabi. Pangakong susunod sa SOP. tatawag na din po ako ng Jr. stuff pag may NG.

CHRISTINE MAE FRANCISCO / 3127
Signature over Printed Name / Line

note: > conduct tapera due to
long dimension (conducted by Maxim
employee)
> She's support from H3127 to
Quibarn 7112

COMPLIANCE AUDIT REPORT
(Gold Adriano)

Date: 11/24/2020

| Item # | Date/Shift | Process / Area | Location | Actual Image | Findings/Items for Improvement | OK/NG | Action Taken | Category | Operator / Other Concern Person | Person Informed | Incharge Car Model/ Department | Person Incharged | Status/Remarks |
|--------|------------|------------------|----------|---|---|-------|---|----------|--|--------------------|--------------------------------|------------------|----------------|
| 5 | 11/24 DS | Subaru line 7102 | |  | Unauthorized person doing repair at dimension process, inspector caught holding harness while other inspector adding tape, not following stop call wait | NG | Call the attention of junior staff to check wrong doing of inspector and remind to follow stop, call wait during detection NG | SOP | Francisco Christine Mae-PKIMT  | Geraldine Landicho | Subaru | Sir Jhe | For Monitoring |