

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

NS

INCIDENT REPORT FORM

ID Number: 14-01457	Complete Name: Manuel, Joanna Marie	Section: PD3-MAZDA FINAL	Date of Incident: June 14, 2019	Date Issued: June 17, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On June 14, 2019 it was reported that you are allegedly do non-compliance on operation standards, un-authorized repair on harness.

In view of the above, please explain in writing within 5 days or until June 22, 2019 why no disciplinary action should be imposed on you for the alleged violation under Memorandum with reference number HRGA-2018-04-14, 1.Unauthorized Repair/ Hidden Repair excluding usage of prohibited extracting tool.

The allege offense is punishable by Suspension. 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 5 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 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: <i>[Signature]</i> D. Vergara Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> Manuel, Joanna Marie C. Signature over Printed Name	Date Received: June 18, 2019
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

ako po si Joanna Marie C. manuel ay may nagawang violation ito po ay ang pagbabaklas ng fixing combine sa clamp inayos ko po ang V.O at nilagyan ulit ng panibagon tape. kaya ko po nagawa yung dahil nanghiknayan po ako. sa hindi kona po ulitin ang magrepair ng V.G. o kahit ano pa man. b.b. kapag nakadetect ng Pb ireregtag kona po agad. hindi kona po aayusin


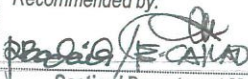

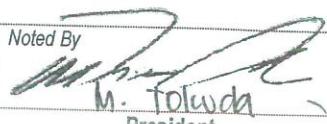
<i>[Signature]</i> Manuel, Joanna Marie C. Employee Name Signature over Printed Name	Date prepared: June 18, 2019	<i>[Signature]</i> MANUEL JOY MENDO Explanation received by: Signature over Printed Name	Date Received: June 18, 2019
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Part 3: (To be filled-in 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
Result of Investigation: Repairing of harness in abnormal procedure may result to worst case on defect. so it doesn't make sense the term "anyway"			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days Date from <u>Aug 15 15</u> to <u>Aug 23, 2019</u> Date Returned to work <u>Aug 24, 2019</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/ Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By  President (Signature over Printed Name)
Date: <u>04/22/2019</u>	Date: <u>8/17/19</u>	Date: _____	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.

MANUEL BANDA MARIE C.
 Employee Signature over Printed Name:

Date Received: 08-16-19

WRITTEN EXPLANATION

NAME: Manuel Joanna Marie
EMPLOYEE NO: 14-01457

DATE: 06-14-19
LINE: 1112

☒ FAS
☐ PKIMT
☐ MAXIM
☐ ADD-EVEN

VIOLATION: Wrong view of clamp

Ako po si Joanna Marie C. Manuel ay may ragawang violation. Tungkol po sa wrong view ng clamp. Nilagyan ko po yung ng red tag. Isulat ko po sa red tag ay for confirmation. Dahil hindi ko namati po alam ang way ng kb. nila. Nung dumating na po si mam Joice pinakita ko po sa kanya yung clamp. tapos sabi niya po ay adding tape lang po pinaconfirm po niya sa appearance namin gitnood naman po niya tapos nung inspect na ng Dimension Wrongview pa din daw po inantay ko po ulit si mam Joice sabi ko po kung ano po ta gagawin dun. Sabi niya po ayusin ko naling po. kaya inayos ko po hindi ko namati po totally tinanggal ang clamp inayos ko lang po yung fixing ng tape sa clamp at dinagdagang ng tape.

COUNTER MEASURE

Hindi ko na po ulitin ang mag-ayos ng V.D. pag naka detect po ulit ng ganun kb. Redtag na agad po. at hindi narin po ako mag-ayos ng fixing sa clamp ng walang nakahanap ng staff o jr staff

→ ^{Asus} NC - Red for confirmation

→ Confirm - Good by staff & confirm by appearance layout / Barcode by dimension still NG.

→ Remove fixing to arrange V.D (alignment of clamp)

→ Pass to dimension.

to ECT.

Manuel Joanna Marie C.
ASSOCIATE

JR STAFF

M. Antonio
STAFF

Supervisor
SUPERVISOR

Asst. Manager
ASST. MANAGER

SEC. MANAGER