



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_PK31542
NAME : Calapati, Victor Ramirez ✓
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

| PKIMT | | ACKNOWLEDGEMENT FORM | |
|---------------------|-----------|-----------------------------------|--|
| COMMENTS/ ASSESMENT | | | |
| No. Offense: | UT | 1 day | |
| | Oct | 26, 2019 | |
| Line | 55110 / 1 | | |
| ACKNOWLEDGE BY: | | Signature Over Printed name/ Date | |
| MANAGER | | 10/21/19 | |

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Calapati, Victor Ramirez

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_PK31542

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_PK31542
NAME : *Calapati* Calapati, Victor Ramirez
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: Calapati, Victor Ramirez

Violation Offense

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Commission 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:

gn
PKIMT Management

Conforme:

V. Calapati
19_PK31542

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-18-1909-1335

☒ AGENCY

Please Specify: PKIMT

| | |
|-------------------|-------------------|
| <u>JR. RIVERA</u> | <u>G. Magadia</u> |
| Audited By: | Noted By: |

Name: Calapati Victor
 Position: Associate
 ID Number: 19-PK91542
 Batch No.: 258
 Car Model/Line: Suzuki 15110

Process: Appearance
 Group/Shift: AIDS
 Date/ Time: 09-19-19/02:45 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 nameplate vs. polycard
Inspector did not compare actual harness to master sample

WRITTEN EXPLANATION

Naipapalit to point po ako di ko lang po nilutas ang master
pagmagcheck ng connector dahil may pagkakatayon na ang
master sample ang nainspect ko.
halos 1 buwan palang po ako nilipat sa pagiging last
level. Hindi pa po ako ganun ka consistent sa pagche-check
ng polycard vs nameplate para yung pagche-check sa
actual na larnan ng polybox at ang quantify na naka-
lagay sa polycard ay lagi kong ginagawa kung ilagay
sa kalamayan pagmamakin ninyo po ang ating hindi
pagmamad sa sap. nangangako po ako na susunod
ang standard ng paginspect hinahingi ko po ang
inyong pang-unawa moraring salamat po

Remarks/ Evaluation:

Issue Penalty

[Signature]
 Signature of Employee
 Date: 9-28-19

[Signature]
 Jr Staff
 Date: 9-28-19

[Signature]
 Staff
 Date: 9-28-19

[Signature]
 Supervisor
 Date: 9/28/19

[Signature]
 Manager
 Date: 9/30

| | | | | | |
|---|--|---|---|--|--|
| FAS FUJIKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC. | | Final Assembly Assurance/Appearance Inspection Process | | WORK INSTRUCTION REVISION NO: 5 | PAGE NO: 1 OF 4 EFFECTIVITY DATE Feb-23-2019 |
| CAR MODEL ALL | MATERIALS Master Sample, Registered Ballpen, Daily Checksheet | EQUIPMENT USED Quality Assurance Inspection Board; IRCS; Paststape Supplying Machine | OPERATING FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-16003, FALP-WI-QCA-15007, Z2K-025-E | APPROVAL Checked by: Prepared by: Sharon Morib Verified by: B. Ramirez Guillermo Masadila Approved by: | Department Manager |
| PURPOSE To serve as instruction for Quality Assurance Inspection | | SCOPE Final Assembly Process | | | |
| FORMS 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 Sets Monitoring Form; ME-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board Form-1; ME-020F1 Daily Inspection Records of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; FPG-001 Inspection Item Check Sheet | | | | | |



1.

1. For preparation, conduct 5'S 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.

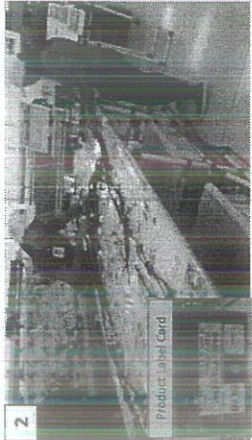
1.1 Check also the condition of tools and materials using forms of ME-069F1 Daily Inspection Record of Measuring Tapes and QCA-023 Appearance/ Assurance Daily Checksheet of Tools and Materials.

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-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/polytrainer 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's 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.



2.

2. Lay out the wire harness into the inspection board and barcode the nameplate.

Note 1: Must layout one (1) harness at a time.

Note 2: For those products without nameplate, barcoding are not applicable.

Note 3: Inspector must update the product label card based on the actual product number running on inspection.

Note 4: In case of lacking set, finished first the current inspection before starting lacking harness to avoid mixing different products.

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



4.1.1

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

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

Note 2: For harness that will undergo first good inspection refer to OI NO: Z2K-025-E

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



4.1.2

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 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 WAT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Defect Flow.



4.1.3

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



4.1.4

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

Characteristics: Assurance Inspection (MAZDA)