



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: QUIMSON, SHERELYN

EMPLOYEE NUMBER: BF-14219

DEPARTMENT: DOCK AUDIT <sup>AC</sup> DS

DATE: SEPTEMBER 01, 2019

### RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

**VIOLATION COMMITTED:** First Dock Audit- Interchanged poly card, last July 25, 2019, which subject you in 1 to 5 Days Suspension.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given 1 DAYS SUSPENSION for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Sherelyn Quimson  
Employee's Signature Over Printed Name/Date

Received by: MARY ANANIS PRAGO 10-15-19

Mary Ananis Prago  
Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 14-15, 2019
RETURNED TO WORK:	NOV. 16, 2019
SIGNATURE OF EMPLOYEE	<u>Sherelyn Quimson</u>
APPROVED BY:	J. <u>Amorin</u>
IMMEDIATE SUPERVISOR	<u>G. MALABAZIA</u>
CLIENT'S MANAGER	



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: QUIMSON, SHERELYN

EMPLOYEE NUMBER: BF-14219

DEPARTMENT: DOCK AUDIT

DATE: SEPTEMBER 01, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

**VIOLATION COMMITTED:** First Dock Audit- Interchanged poly card, last July 25, 2019, which subject you in 1 to 5 Days Suspension.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:

*Emily L. Osorio*

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MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

*Ms. Chady Dosono*

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

TAMBAK PO KAMI NUNG TIME NA UN, HINDI PO NASUNOD ANG STANDARD NA TWO HANDS SA TABLE. ANG NANGYARI PO NUN, NAGPAPANGABOT POUNE DALAWANG POLYBOX. HINDI NA PO NAMIN NAPANSIN NA NG NAGKOPALIT NA PO YUNG DALAWANG POLYBOX. ANG MINDSET PO KASI NAMIN NUN MAUBOS ANG TAMBAK.

NOTE: You may use an extra sheet as needed

*Sherelyn Quimson* 10/15/19  
SHERELYN QUIMSON

Employee's Signature Over Printed Name/Date

Received by: *Mary Alanis Prado* 10-15-19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-1A-1907-842

☒ AGENCY

Please Specify: MOHII

<u>S. Aminda</u> J. Aminda	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Shenelyn Sumson  
Position: Associate  
ID Number: BE-14219  
Batch No.: 256  
Car Model/Line: TV7 MAIN/DOCK UNIT

Process: INSPECTOR  
Group/Shift: A/DS  
Date/Time: JULY 25, 2019 / 10:30  
No. of Offense: FIRST  
Superior Name: J. Aminda

Audit Findings: FAS Dock Audit - Interchanged Polycard

Details:

- ① 00004 - 04420 092501 25, Polycard serial 34 } interchanged  
② 00002 - 04420 092503 60, Polycard serial 37 }

## WRITTEN EXPLANATION

TAMBAH PO KASI KAMI TRAT TIME KAYA HINDI PO NAGIANG ANG STANDARD NA DOLAWA LANE SA TABLE. ANG MINDSET KO PO KASI AY KAILANGAN PO MABIGS PO ANG TAMBAK NAMIN. KAYA PO HINAPIT PO NAMIN KAYA ANG MANGYARI PO AT TATLONG POLYDOK ANG NANGPAPANGATOT SA ILALIM NG MESA. SORRY NA PO, SUGANIN KO NA PO LAHI ANG STANDARD PARA PO HINDI NA PO ULIT MANGYARI ANG CANITONG PANG-YARI.

Remarks/Evaluation:

Issue Penalty.

<u>S. Aminda</u> Signature of Employee Date: <u>8-14-19</u>	<u>Francis</u> Jr Staff Date: <u>8-14-19</u>	<u>NY. LATANIO</u> Staff Date: <u>8-14-19</u>	<u>J. Aminda</u> Supervisor Date: <u>8-14-19</u>	 Manager Date: _____
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Category of Process	Inspection Location Code	Line No	Shift	Group	Car Model	Inspection Date	Names of Inspectors	Verified by
5	FALP	—	DS	A	VVT Mazda	06/17/19	Chen, VICTOR HDA, JENNY KOFF	Ken Koff

\* Categorization of Process: 1. Electric Continuity Test (ECT) 2. Appearance Check 3. Dimensional Check 4. Appearance Check 5. ...

\* Categorization of Process: 1. Electric Continuity Test (ECT) 2. Appearance Check 3. Dimension Check 4. Assurance Check 5. Others (Please Specify): None

ID Code	B4P	ID Code	B4E	ID Code	B4E	ID Code	M4A	ID Code	M4D
Lot No	59AD2H	Lot No	59AT87	Lot No	59AV01	Lot No	59AT13	Lot No	59ZV34
Part No	36064-64PRO	Part No	36064-64PRO	Part No	36064-64PEO	Part No	36062-64PAT	Part No	36062-64PTD
Lot Qty.	1-100	Lot Qty.	1-100	Lot Qty.	1-100	Lot Qty.	1-100	Lot Qty.	1-100

No	Judgment	No	Judgment
1		51	
2		52	
3		53	
4		54	
5		55	
6		56	
7		57	
8		58	
9		59	
10		60	
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12		62	
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15		65	
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18		68	
19		69	
20		70	
21		71	
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34		84	
35		85	
36		86	
37		87	
38		88	
39		89	
40		90	
41		91	
42		92	
43		93	
44		94	
45		95	
46		96	
47		97	
48		98	
49		99	
50		100	

Qty. of OK	17	Qty. of OK	28	Qty. of OK	2	Qty. of OK	23	Qty. of OK	2
Qty. of NG	0	Qty. of NG	0	Qty. of NG	0	Qty. of NG	0	Qty. of NG	0
Qty. of Continuity OK Counter	17	Qty. of Continuity OK Counter	17	Qty. of Continuity OK Counter	17	Qty. of Continuity OK Counter	17	Qty. of Continuity OK Counter	17

※ Judgement: ○:OK, ×:NG, ○ after Reinspection  
 ※ OK Disposal: Not Inspected, Not

※ Judgement: ○:OK, ×:NG, ⊙:OK after Reinspection, No Symbol: Not Inspected Yet

① Re-inspection on the same process ;OK      ② Use as Master Sample

\*Serial No shall be marked with ☐ in case of PASS Tape change or "PASS Tape re-winding" ( Ex: )

\*Serial No undergone 2 or more repair shall reflect by indicating the number of repair conducted to Remarks Column.

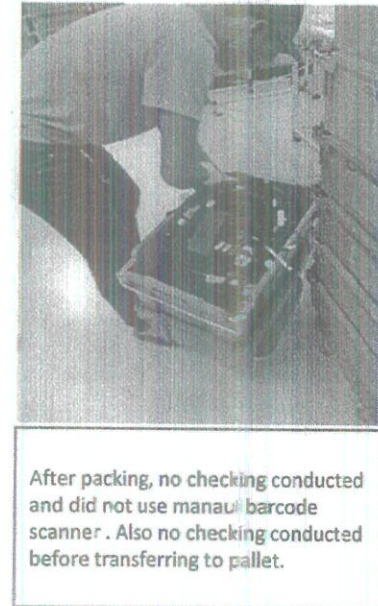
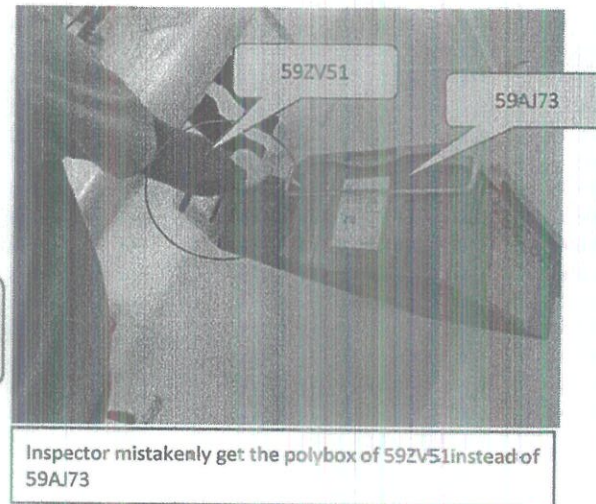
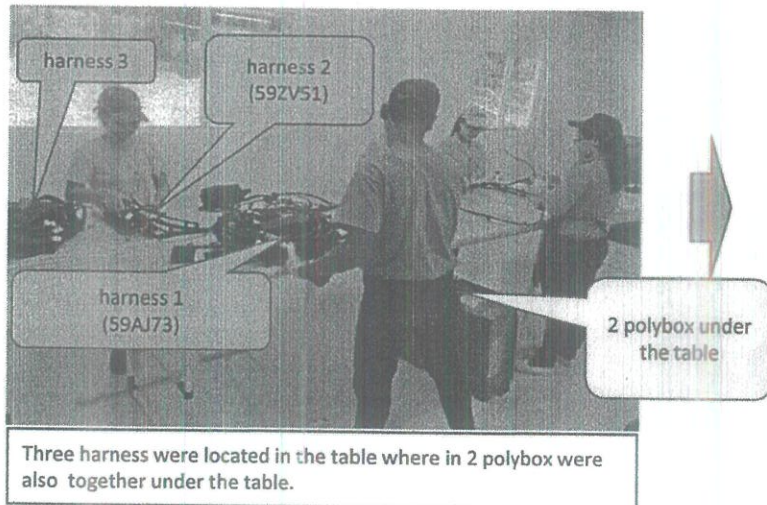
Remarks:

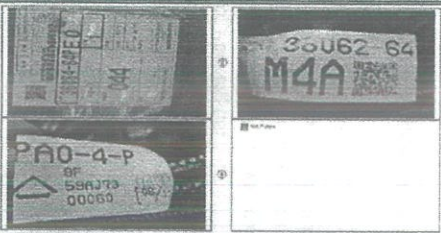

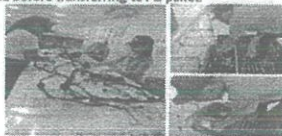
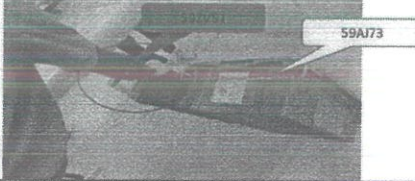


\* Qty of OK and Qty. of Continuity OK Counter shall be no difference

QCA-007-02

EFF: 07/15/14





INTERCHANGED POLYCARD		
Product No. 36064-64PE0, 36062-64PA0 Lot No. 59ZV51 & 59AJ73 Serial No. 60 Polycard Serial: 24 Defect Encountered: 7/25/2019		
4M	ILLUSTRATION	ACTION TAKEN
MAN	1. Not following SOP of one harness only at a time. 2. Inconsistent on checking the actual harness versus polycard.  <p>Three harness were located in the table where in 2 polybox were also together under the table.</p>	1. Re-educate inspectors for the risk of same defect occurrence if not following the SOP of one harness only at a time. 2. Implementation of one harness only at a time (no opening of another polybox until such running product is already packed) 3. One by one checking of lot number after packing and before transferring to FG pallet. 
MACHINE	Forgot to barcode by manual scanner due to unavailability. Only two scanner were available in Dock audit area 1 due to limited stocks.	Already requested additional scanner, waiting for the arrival
METHOD	No good control of harness on inspection table resulted to two polybox were together under the table.  <p>Inspector mistakenly get the polybox of 59ZV511 instead of 59AJ73</p>	1. Implementation of one harness only at a time (no opening of another polybox until such running product is already packed). One polybox only under the table Provision of Work Instruction for step by step procedure of FALP Dock audit inspection (registered last: July 08, 2019) 
MATERIAL	Dock audit inspection has no flow or step by step procedure of inspection.	Provision of Work Instruction for step by step procedure of FALP Dock audit inspection (registered last: July 08, 2019) 
ANALYSIS		
<p>* First occurrence of interchanged polycard was feedback last June 19, 2019, this second occurrence was produced last June 17, 2019. It is not yet covered by the first countermeasure, unable to issue AQN since we do not predict that there is another interchanged. Normally, we issue AQN if there is feedback and encountered problem here in FALP.</p> <p>* The problem is the same as the first one due to no procedure for step by step method of FALP Dock Audit inspection that is why there are different method doing by each inspector per car model. Inspector did not follow one harness only on the table</p> <p>* Since FALP Dock audit inspection have risk of having interchange polycard, strict compliance to checking of polycard details versus nameplate must be monitored. Also we will reflect it to FMEA (target date: August 2019)</p>		
IMPLEMENTATION LOT		
Product No. 36064-64PU0-4-P Lot No. 59HT27 Polycard Serial: 00061 Assydate: 07/26/2019 Arrival date to Service Center 08/24/ 2019		



	13	Mary Rose Reyes	Suzuki	VV7 Main	Interchanged Polycard	6-19-2019	FAS Dock Audit	
	14	Nixon Dela Peña	Suzuki	VV7 Main	Interchanged Polycard	6-19-2019	FAS Dock Audit	
	15	Sherilyn Guimason	Suzuki	VV7 Main	Interchanged Polycard	6-19-2019	FAS Dock Audit	
	21	Maricris Panaligan	Suzuki	VV7 Battery	Interchanged Polycard	7-24-2019	Re-checking	
	22	Mary Rose Reyes	Suzuki	VV7 Main	Interchanged Polycard	7-25-2019	FAS Dock Audit	
	23	Nixon Dela Peña	Suzuki	VV7 Main	Interchanged Polycard	7-25-2019	FAS Dock Audit	
	24	Sherilyn Guimason	Suzuki	VV7 Main	Interchanged Polycard	7-25-2019	FAS Dock Audit	