



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 : 18_PK27124
NAME : Hernandez, Nelian Garcia *fh*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 18, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day 11/4/19
Line	15924 / 12 QA
ACKNOWLEDGE BY:	
MANAGER	<i>B. Santos</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Hernandez, Nelian Garcia

Violation Offense No. 1

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:

fh
PKIMT Management

Conforme: *fh*
HERNANDEZ, NELIAN G.
18_PK27124

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK27124
NAME : Hernandez, Nelian Garcia
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 18-Sep-19 to name: Hernandez, Nelian Garcia

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:

PKIMT Management:

Conforme: HERNANDEZ, NELIAN G.
18_PK27124

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-1909-1367

☒ AGENCY

Please Specify: PKINT

<u>K. Barte</u> Audited By:	<u>Magadia</u> Noted By:
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Name: Hernandez Nelson
Position: Associate
ID Number: 18-4127124
Batch No.: 223
Car Model/Line: Suzuki 401 15124

Process: BA
Group/Shift: NS-12
Date/ Time: 09-18-19 1:30pm
No. of Offense: 1st
Superior Name: J. Pongam-ban

Audit Findings: Non-compliance or failure to follow the standard procedure in inspecting
Details: the product

* Inspector did not compare nameplate vs. polycard.

WRITTEN EXPLANATION

As a quality Assurance Inspector I fail to follow the standard procedure in inspecting the the product.

At first, Inspector must layout the harness and barcode the nameplate instead of getting the corresponding polycard and signing it. I didn't compare nameplate vs. polycard, I sign polycard in advance. It happen because as we change product I ask our Appearance Inspector what is the running product which is wrong.

I promise that it wont happen again. I will follow the standard procedure and the proper way of inspecting the harness.

Remarks/ Evaluation:

Issue Penalty

NELIAN HERNANDEZ
Signature of Employee
Date: 09-24-19

J. Pongam-ban
Jr Staff
Date: 11/27/19

F. Pongam-ban
Staff
Date: 11/27/19

F. Pongam-ban
Supervisor
Date: 10-3-19

10/14
Manager
Date: 10-3-19

