



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_PK26196
NAME : Erjas, Clariz Villar
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st and 2nd 3. days suspension Oct 24-26, 2019
Line	SSB/A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i> 10/21/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Erjas, Clariz Villar

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK26196

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 : 18_PK26196
NAME : Erjas, Clariz Villar *Clariz Villar*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 18-Oct-19

This refers to the alleged offense(s) you have committed at 19-Sep-19 to name: Erjas, Clariz Villar

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

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This is for your guidance and strict compliance.

NOTED BY:

Jm
PKIMT Management

Conforme:

Clariz Villar
18_PK26196

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1909-1351

☒ AGENCY

Please Specify: PKINT

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

Name: Erjar, Clariz
 Position: Associate
 ID Number: 18-PK26196
 Batch No.: 228
 Car Model/Line: Suzuki YD1/S018

Process: Appearance
 Group/Shift: AIDS
 Date/ Time: 09-19-19 / 10:25 AM
 No. of Offense: 1st
 Superior Name: A. Lamonte

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

Inspector did not compare actual harness to master sample

WRITTEN EXPLANATION

Ok po si Clariz Erjar ang isa sa mga appearance sa YD1 Celltype ng line 5018. Alam ko naman po ang tamang pag-inspect ng harness na dapat ay magcompare sa Master Sample, kaso pag-gagawin ko na ng actual hindi ko ita po nai-capt. Hindi ko din po mainat na hindi magcompare sa Master Sample.

Lalo na po kapag tambakan, hindi ko din po kaya makipag-arayan sa bilis ng operator. At the same time nag-print to point naman po ako natinapan lang ita akong sumulat sa procedure.

Remarks/ Evaluation:

1. Already give written explanation.

2. Orient the responsible of Appearance Inspector, Jr. Staff want writing.

Issue penalty

Erjar
 Signature of Employee
 Date: 09/27/19


Jr
 Jr Staff
 Date: 10-02-19

J. Mabayo
 Staff
 Date: 10/03/19

M. Ferris
 Supervisor
 Date: 10-02-19

E. Cabala
 Manager
 Date: _____

FAS FUKUKAWA AUTOMOTIVE SYSTEMS DAVAO PHILIPPINES, INC.		Final Assembly Assurance/Appearance Inspection Process				DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-QCA-15005	WORK INSTRUCTION REVISION NO.: 5	PAGE NO.: 1 OF 4	EFFECTIVITY DATE: Feb-23-2019
CAR MODEL	MATERIALS	DEVICES / EQUIPMENT USED	REFERENCE	Prepared by:	Checked by:	APPROVAL	Verified by:	Approved by:	
ALL	Master Sample, Registered Ballpen, Daily Checksheet	Quality Assurance Inspection Board, IRCS; Passtape Supplying Machine	FALP-OP-003, FALP-OP-008, FALP-OP-012, FALP-GL-QCA-LS-143, FALP-GL-FGI-16003, FALP-WI-QCA-15007, ZZK-025-E	Sharon Motte Supervisor	B. Ramirez/Guillermo Magaña Assistant Manager	Amabel Nabor Section Manager			Trishie Mantilla Department Manager
FORMS		PURPOSE	SCOPE						
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 Set Monitoring Form; MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board (Form-1); MEI-087F1 Daily Inspection Records of Measuring Tapes; FGI-007 Master Sample Daily Inspection Record; PPG-003 Inspection Item Check Sheet		To serve as instruction for Quality Assurance Inspection	Final Assembly Process						



1

1. For preparation, conduct 2S in inspection area and check the condition of inspection board and master sample base on the MEI-055F1 Daily Check Record for Dimensions, 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 MEI-055F1 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/polytainer 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/PD Jr. Staff/Staff. Daily Sample Card must be attached on the daily sample 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




3

3. Get the corresponding polycard of the harness for inspection.

Note 1: Check the tag code indicated on every nameplate if it is the same as the tag code indicated in the polycard.

Note 2: Inspector must get the issued polycard one at a time and only one polycard for the running product must be present on inspection area.

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




4.1.1

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

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


Note 2: For harness that will undergo First Good Inspection refer to OI no: ZZK-025-E

Note 3: Check the plastic polycard 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-003 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.




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.



GOOD
769

NO GOOD
769

Note: In case inspector found NG or abnormality, STOP the operation/inspection, CALL the attention of Staff/Jr. Staff and WAIT for further instruction. Refer to FALP-WI-QCA-15007 Final Assembly Process Effect Flow.