



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_PK27257
Velasquez, Roselyn Asi - *rvelasquez*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE 10/4/2019

This refers to the alleged offense(s) you have committed at 6/12/2019 to name: Velasquez, Roselyn Asi

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 - Inconsistent in doing point to point system and comparing master sample

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_PK27257

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - written warning
Line	PKIMT 607 7101-BA
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date



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_PK27257

Velasquez, Roselyn Asi — *roselaquez*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 3-Oct-19

This refers to the alleged offense(s) you have committed at 12-Jun-19 to name: Velasquez, Roselyn Asi

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

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 - Inconsistent in doing point to point system and comparing master sample

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_PK27257

FURUKAWA - Production Operator

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



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALF-1A-1906-243

☒ AGENCY

Please Specify: PKINT

 D. Chartebo	 G. Magadia
Audited By:	Noted By:

Name: Velazquez, Rachel
Position: Associate
ID Number: PK97527
Batch No.: 260
Car Model/Line: Subaru GC7 / L7101

Process: Appearance
Group/Shift: DS - A
Date/ Time: June 12, 2019 / 10:50am
No. of Offense: 1st offense
Superior Name: J. De Leon

Audit Findings: Non-compliance on SOP

Details:

Inconsistent in point to point system and comparison to master sample during
Appearance inspection process.
* See attached audit report and work instruction.

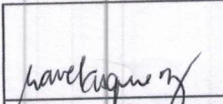
WRITTEN EXPLANATION

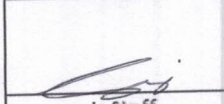
Nag papoint to point naman po ako kapag naginspect ako at naka mag-com-
pare sa master sample kaya lang po ang fine na nandit ako double checking or rechecking
sa po ako nsa kaya po di na ako nag-point to point kc po front po kc
sa NG ang air bag.

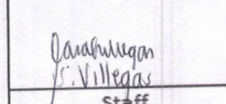
Remarks/ Evaluation:

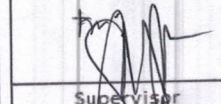
Written Only


→ Next time need to lose Penalty


Signature of Employee
Date: 06/26/19


Jr Staff
Date: 06/26/19


Staff
Date: 06/27/19


Supervisor
Date: 06/27


Manager
Date: 7/30


Car Model / Line No.	Subaru GC7 Line 7101		<div>Picture</div> <div>Action Taken</div>
Date / Time	June 12, 2019/ 10:30am		
Name / ID No.	Velasquez, Roselyn/18/PK27527		
Shift / Group	DS/A		
Batch No.	260		
Process	Appearance		
FAS or Agency: specify	PKIMT		
Person Informed	J. De Leon		
Audited by:	D. Cuartero		
	Details		
<p><u>Noncompliance on SOP</u> Appearance inspector inconsistent in point to point system and comparison to master sample.</p>			

Appearance Inspection Process

DOCUMENT TYPE: WORK INSTRUCTION
DOCUMENT NO.: FALP-WI-PD-IP-007
REVISION NO.: 4
EFFECTIVITY DATE: Nov-06-2018
PAGE NO.: 1 OF 1

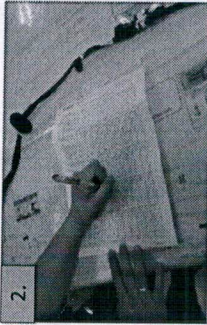
CAR MODEL		MATERIALS		DEVICES / EQUIPMENT USED		REFERENCE		APPROVAL	
All	Appearance Inspection Board, Master Sample, Harness, Black Zebra Ballpen	IRCS, Barcode Reader, Passed Tape Dispenser	FALP-OP-020 FALP-WI-QCA-15007	Prepared by: Gene Rose Ferry Supervisor	Checked by: Lea Escalona Section Manager	Verified by: Eusebio Gallo Department Manager	Approved by: Hirofumi Shirahata Division Manager		
<p>FORMS</p> <p>MEI-0551 Daily Check Record for Dimension, Appearance, Assurance Inspection Board QCA-007 Final Assembly Process Inspection Record - FSI-007 Master Sample Daily Inspection Record, QCA-009 Details of Defect</p>		<p>PURPOSE</p> <p>To serve as a guide for appearance inspection process</p>		<p>SCOPE</p> <p>Final Assembly Process</p>					

Step 1. Conduct checking of inspection board and fill up MEI-0551 Daily Check Record for Dimension, Appearance, Assurance Inspection Board.



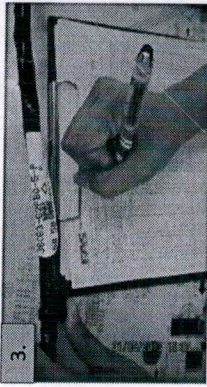
Note: Master sample checking is being conducted for every change product per shift.

Step 2. Conduct checking of master sample and fill up FSI-007 Master Sample Daily Inspection Record



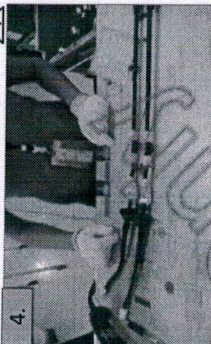
Note: Master sample checking is being conducted for every change product per shift.

Step 3. Fill up information of harness into the QCA-007 Final Assembly Process Inspection Record



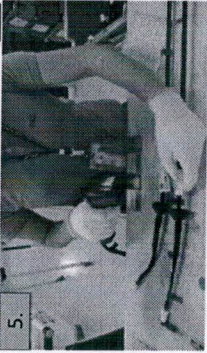
Note:
Proper Timing of using QCA-007 Final Assembly Process Inspection Record
•Initial Mass Pro: 1 month use
•Mass Pro with IRCS: No need to use
•Mass Pro without IRCS: Still need to use

Step 4. Layout product on top of master sample.




Note: Harness with yellow tag is the master sample.

Step 5. Barcode product and master sample using IRCS barcode reader.

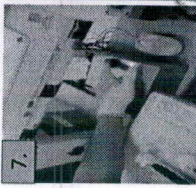


Step 6. Proceed to inspection process, perform point to point system, compare the harness using master sample and check important points by referring to appearance inspection table.



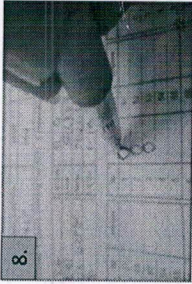
Note:
1. Check the condition of each terminal, connector, and other components, exposed wire, correct type of taping, orientation of components, and proper branching.
2. If more than 2 inspectors, follow the division of workload.

Step 7. If the product is judged as GOOD:
a) press green button to dispense pass tape
b) stick the passed tape near the nameplate
c) conduct pen marking on passed tape




Note:
1. For some lines passed tape is automatically dispense after an inspector finish checking the function required on IRCS
2. Procedure b) and c) are only applicable to lines using passed tape
3. Pen marking serves as a confirmation for the presence of passed tape
4. If encountered defect follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow and fill up QCA-009 Details of Defect

Step 8. Record to QCA-007 Final Assembly Process Inspection Record.
Note: Refer to step 3 for Proper Timing of using QCA-007 Final Assembly Process Inspection Record



Step 9. Pass the Harness to the next process. (QA Inspection)



WARNING

1. Call the attention of concerned personnel and report any abnormality in machine or process.
2. Always turn off the machine/equipment when not in use and when encountered abnormality.
3. Wear proper PPE. Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE)

4

DR/EN No. PD-PRD-L3a-1800-005

Revision No. 4

Effectivity Date: Nov-06-2018

PD-PRD-L3a-1803-006

Revision No. 3

Effectivity Date: Mar-19-2018

A3a-1511-033

Revision No. 2

Effectivity Date: Nov-18-2015

A3a-1402-020

Revision No. 1

Effectivity Date: Feb-21-2014

A3a-007

Revision No. 0

Effectivity Date: Apr-01-2013