



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 : 17_PK18896
NAME : Almendras, Mylene Mendoza *M. Almendras*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i> <i>11/8/19</i>
<i>fw</i> <i>10/21/19</i>	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2019 to name: Almendras, Mylene Mendoza

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 followin 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]*
17_PK18896

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 : 17_PK18896
NAME : Almendras, Mylene Mendoza *[Signature]*
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: Almendras, Mylene Mendoza

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme:

[Signature]
17_PK18896

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

I ALERT WRITTEN EXPLANATION



FAS

Control No: FALP-1A-1909-1344



AGENCY

Please Specify: PKIMT

<u>M. De Ocampo</u> M. De Ocampo	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: ALMENDRAS MYLENE
Position: ASSOCIATE
ID Number: 17-PK18896
Batch No.: 187
Car Model/Line: SIENNA 7D1 / 5120

Process: APPEARANCE
Group/Shift: A/DS
Date/Time: 9-19-19 / 9:40 AM
No. of Offense: 1st
Superior Name: A. Lamante

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

Inspector did not compare the actual harness to Master Sample.
Inspector Did not follow the proper way of checking connector.

WRITTEN EXPLANATION

ako po si mylene almendras, appearance ng line 9120 ipagpaumanhin ninyo po kung na-audit ako pero sa pagkakadalam ko naman po ay nagcompare ako ng actual harness to master sample ang pagkakamali ko lang po ay hindi ko nagcompare ang connector ng actual harness sa master sample akala ko po kasi napoint to point nyo na ang component ay ok lang po hindi na hawakan ang connector ng master sample. kapag mag inspect na minsan din naman po kapag pabelas ko pong hawak ang dalawang (2) connector nagkakamali po ako na hindi nagcompare, isa din pong daluan minsan sira o kulang na ng mga branch o connector ang mga master sample. Ganunpaman po alam ko naman po ang mga checkpoints sa pag inspect ng connector hindi ko rin po hawak ang connector ng master sample ginawa ko naman po ang mga checkpoints na hindi.

Remarks/ Evaluation:

Already give written explanation.

Direct the responsible of Appearance Inspection and the proper point to point system.

Issue Penalty

Mylene Almendras
Signature of Employee
Date: 09/19/19

J. Staff
Jr Staff
Date: 09-19-19

Staff
Staff
Date: 09/19/19

M. T. T. T.
Supervisor
Date: 10-02-19

G. Magadia
Manager
Date: 10-02-19

FAS FURUKAWA ALTERNATIVE SYSTEMS LIMA PHILIPPINE, INC.		PROPER WAY OF CHECKING CONNECTOR				DOCUMENT TYPE: DOCUMENT NO.: FALP-WI-QCA-15008		WORK INSTRUCTION REVISION NO.: 3	PAGE NO. 1 OF 1 EFFECTIVITY DATE: May-08-2019
CAR MODEL		MATERIALS		DEVICES / EQUIPMENT USED		REFERENCE		APPROVAL	
All	N/A	N/A	Alignment jig	SCOPE	Final Assembly Process	Prepared by: L. Mindanao Staff	Checked by: S. Morfe Supervisor	Verified by: B. Ramirez Asst. Manager	Approved by: A. Nachor / T. Maruoka Sec. Manager / Dept. Manager
FORME		N/A		To set instruction on how to check the condition of connector properly					
1		2		3		<p>• Check the mating part of connector.</p> <ol style="list-style-type: none"> 1. No terminal backing out (must check in vertical and horizontal position). 2. No damage part (all edges must check). 3. No foreign matter attached. 4. No excess burr. 5. No deform part of connector. 6. No bend/deform/open tip terminal (must check in vertical and horizontal position). 7. No wrong plating of terminal (gold/tin). 8. Presence of red mark (for male connectors that has alignment jig). 9. Presence and condition of pack-in rubber seal (applicable for water proof connectors). <p>CAUTION: Do not insert your finger inside the connector or mating part during inspection!</p>			
4		5		6		<p>• Check left side of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check). 2. No foreign matter attached. 3. No excess burr. 4. No deform part of connector. <p>• Check the Insertion part of connector (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged on Insertion Part of a Common Connectors, for the acceptable damage condition).</p> <ol style="list-style-type: none"> 1. No damaged cavity. 2. No damaged insulation/exposed core wire. 3. Condition of inserted wire (no pulling out or TBO). 4. Presence and condition of gomusen and tsunusen (applicable for water proof connectors). <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> a. Bending portion must be 50mm away from neck of connector. b. Avoid too much bending of branch. 			
7		8		9		<p>• Check backside of connector</p> <ol style="list-style-type: none"> 1. No damage part (all edges must check). 2. No foreign matter attached. 3. No excess burr. 4. No half locked-retainer. <p>NOTE 1: Slightly touch the retainer using thumb finger from left to right, and right to left to be checked if the retainer is already locked or unlocked refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer lock.</p> <p>NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.</p> <p>NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.</p>			
10		11		12		<p>NO GOOD condition on proper way of checking connector.</p> <p>1 WARNING</p> <ol style="list-style-type: none"> 1. In case of Abnormalities, Please 1. Stop the Production or Process 2. Call the attention of Jr. Staff / s'off 3. Wait for further advise <p>2 Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE</p> <p>3 Be careful not to cause injury during inspection of wireharness</p>			
QA-QCA-L3a-1905-015		Revision No. 3		Effectivity Date May-08-2019		Additional warning information regarding safety purposes Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006), Be careful not to cause injury during inspection and packing of wire harness			
QA-QCA-L3a-1707-001		2		Jul-24-2017		Align sequence of checking to current process (sequence no. 2,3,4, & 5); changes on picture item no. 6; additional instruction and note on sequence no. 1,3,4,5 & 6; Remove check item for (color/size/type of wire) already checked item of sub assy operator using Sub PC. Remove checking of deform insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (presence and condition of gomusen and tsunusen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference			
A3a-1510-007		1		Oct-21-2016		Update the sequence number of Process, additional comment for sequence No. 1 Item No. 8			
A3a-1507-022		0		Jul-25-2015		First issue per ISO 9001:2008 Quality Management System			