

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 A-Almudras

FROM

: PKIMT Management

SUBJECT

: Notice for Suspension

No. of Offense

1st offense

DATE

October 21, 2019

This refers to the alleged offense(s) you have committed at

9/19/2019

to name:

Almendras, Mylene Mendoza

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

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 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

PKIMT Management

47 244000

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 Amundras

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

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10

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NOTED DY

PKIMT Management

Conforme: Amendas?

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

FAS		Control No: +ALP- 14-1909-1344
AGENCY Please Specify: PKIMT		M. De dempo G. Magadia Audited By: Noted By:
Name: ALMENDRAS MYLENE	Process:	APPEARANCE
Position: ASSOCIATE	Group/Shift:	A/ DS
ID Number: 17-PK18896	Date/Time:	9-19-19 / 9:40.4M
Batch No.: 197	No. of Offense:	15+
Car Model/Line: Stark) 401 / 5120	Superior Name:	A Lamonte
Details.		and and appearational procedure in inspecting the produ
Inspector did not compare the actual ha	rness to Master Samp	k.
Inspector Did not follow the proper way of	checking connector	

WRITTE	EN EXPLANATION	
	appearance ng un	ne 5120 ipacroumontin ningo po
KUNG NO-OUDT OKO DERO SO POGKOKOOLOW KO NOWAY DE OY NOCCOCOMPARE OKO NG OCTUOL HORNESS		
to master sample and packakaman ko Lan		
Harnes sa master sample akara ko po kasi		
		and the same of th
po kopac papellas hp pone Howak ave	Dalawona (2) conne	ector nackakamau po ako na
harinsted Isa om Pane pattian minisan	sira o kulana na	ING MGA BRANCH O CONNECTOR
and mea moster sample canunpaman	Po alam ku nam	ion to are mea checkboing go
bas illustrad to convertor thust ke thou	to Hawak and co	nnector he moster somere ginage-
wa to noman po and mea effectpants	no no.	***************************************
Rema	arks/Evaluation:	
17CHT	Mr. 2	
Morada aim and explanation	*	
Almady give water explanation	1	16 4
Quient - The regardible of Appearan	na Inspectou. an	d the Jules Leve)
to point eyetem.	lissue Pen	
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1	f.	/
mylene amenopas	A Days	Aheadar
() () () () () () () () () ()	VM On Start III	
Date: 101120 Date: 10.62-11 Date:	Staff SL	upervisor Manager

Final Assembly Assurance/Appearance Inspection Process

ALL Master-Sarryle, Registered Ballpen, Daily Checkstree's Quality Ass

FORWIS

CACO23 Appearance/ Assumance Daily Checkbaste in Took and Naterials; QCA-007 final Assembly Process Inspection Record:

CACO25 Appearance/ Assumance Daily Checkbaste in Took and Naterials; QCA-007 final Assembly Process Inspection Record:

CACO25 final Assembly Process Instance Incompany CACO32 Appearance Assumance Lability Solventials Processing Appearance, Assumance Inspection Record.

SISST Daily Check Record For Demonstrate, Assumance Inspection Record.

Quality Assurance Inspection Board; IRCS; Passtape Supplying Machine needs to receive the process of the proces

| FALP-OP-003, FALP-OP-008, FALP-OP-008, FALP-OP-008, FALP-OP-008, FALP-OR-OR-15-143, FALP-OL-FG-15007, FALP-WHQCA-15007, Supervi)

haron Motie B. Banites/ Guillettrio Magadia Annabet Nachor Tokehide Maruoka Supervisor Assistant Manager Section Manager Department Manager



1. For preparation, conduct \$5\tilde{\sigma}\$ inspection area and check the condition of inspection board and master sample base on the Math.-15\tilde{\sigma}\$ is with Check Record for Dimension, Appearance, Assurance inspection Read and and GELOCY Master Sample Daily Inspection Record.

1.1 Check also the condition of lools and materials using forms of ME-069F1 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 recards, perform checking of lacking harvess left by the previous shift, if there are lacking sets relier to FALP-GL-QCA-.5-143 Proper Treatment on Lacking Harness and if there is no Jacking harness, sog in to IRCS using own QR code.

1.3 Get the marness from the hanger/poly-ainer and fill out the product information into the QCA-007 final Assembly Process Inspective Record vif applicable).

NOTE 2: In case line has no maker sample or the master sample was in no good condition, inspector will use Daily Sample provioed by QA/PD 2. Staff/Staff. Daily Sample Card must be attached on the daily sample harress, Refer to EALP-GL-EG-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:



 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 these products without nameplate, barcoding are not

Note 3: inspector must update the product abel card basedon 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. Get the corresponding polygard of the harness for inspection.
Note 1: Check the Lag code indicated on every nameplate if it is the same as the rag code indicated in the polygard.

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 parcode the polycard in polybox.



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

Note 1. Write also all the requirec marking fex. marking for customer dalim, dard audit daim) in polycard before setting to polycard holder (if applicable).

Note 2. For harness that will undergo Fest Good inspection refer to 01 no; ZZX-025-E
GOOD NOTE 3. Check the abstic

Note 3: Check the plastic polysard notder. Fraure: that there is no dir. or marking on it. (refer in Good and No good condition beside)



4.1.2 Proceed to Inspection Process based on PEG-001 inspection frame Check Sheets' product and performing point to point system of Inspection. Refer-10-FALP-02-033 Quality Assurance Preparation for New Product, FALP-02-033 Quality Assurance Preparation for New Froduct, FALP-02-033 Control of Nonconformities, Corrective and Proceeding Action for encountered problem/ abnormality during inspection.

Note: In case.nspector found NG or abnormality, STOP the operator fragestion, CALL the artention of Stafffir, Staff and WAIT for further instruction. Refer to FALP-WI-QCA-25007 Final Assembly Process Defect Flow.



4.1.3 Push the button for pass tape and attach to the harness.



4.1.4 Mark the pass tape using register ballpen as indication that the harness pass the Assurance /Appearance Inspection.

Characteristics:

A Assurance Inspection (MAZDA)



PROPER WAY OF CHECKING CONNECTOR

Alignment jig

N/A

All

EFFECTIVITY DATE: A. Nachor / T. Maruoka PAGE NO. 1 OF May-08-2019 Approved by: WORK INSTRUCTION B. Ramirez Verified by: Checked by: S. Morfe DOCUMENT NO. FALP-WI-QCA-15008 L. Mindanao Prepared by: FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GL-ESH-18006

Sec. Manager / Dept. Manager

Asst. Manager

Supervisor

Staff

Final Assembly Process

To set instruction on how to check the condition

NA









No terminal backing out these theck in ve
 No damage part (all edges must check).
 No foreign matter attached.

CAUTION:
Do not insert your finger inside the
conner or mating part during
inspection! 6. No bend/deform/open tip ten 5. No deform part of connec

7. No wrong plating of term had (gold/tie)

8. Presence of red mark (for male connectors that has alignment Jig)

9. Presence and condition of pack-in rucher seal (applicable for water

M

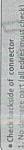
4



· Check front side of connector basedion

connector lock position (unless otherwise No damage part (all edges must check) We foreign matter attached (pailipad)





No de mage part (all edges must check)
 No foreign matter attached
 No excess burr

locked retainer



retainer is already locked or unlocked refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer lock.

NOTE 2: TBO can be detected if encountered half

locked/imperfect locked of retainer.

NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.



NO GOOD condition on proper way of checking connector

WARNING

ection Criteria for Damaged

otable damage condition)

Common Connectors, for the acre (refer to FALP-CP-QCA-17074 In

1. No damaged cavity on insertion Part of a

3. Condition of insert

2. No damaged insula

No damage part (all edges must of 2. 46 foreign matter attached 3. No excess burr 4. No deform part of connector

. Check left side of connector

1. No damage part (all egges must check)

2. No foreign matter attached

3. No excess burn

4. No deform part of corrector

· Check right side of comector

part of connector

Check the insertion

on of gomusen and tsumesen wire (no pulling out or TBO).

(1) In case of Abnormalities, Please

1. Stop the Production or Process

2. Call the attention of Jr. Staff / staff

3. Wait for further advise

3. Wear proper PPE. [Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE

bending branch when checking the insertion part of connector of be 50mm away from neck of connector.

a. Bending portion m b. Avoid too much be

NOTE: Proper way of 4.Presence and con

(3) Be careful not to cause injury during inspection of wireharness

illustration and otherwise to current process (sequence no. 2,3,4,8,5); changes on picture item no. 6, additional instruction and note on sequence no. 1,3,4,5,8,6); Remove check item for (color/size/type of wire) instruction and bend-up/drawn terminal (checked item of initial process) (sequence no. 6); Additional check item Acaditional 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 esence and condition of gontween and sturmesen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference Update the sequence number of Process, additional comment for sequence No. 1 Item No. 8 First Issue per ISO 9001 2008 Quality Management System rness Oct-21-2016 Jul-25-2015 May-08-2019 Jul-24-2017 QA-QCA-L3a-1905-015 QA-QCA-L3a-1707-001 A3a-1510-007

