



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_PK16416
Hernandez, Trexie Repollo

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 10, 2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: 1st 2nd offense MARCH 10 - 19, 2019	
Line	SUZUKI 5120
Jr. Staff	
Staff	
ACKNOWLEDGE BY: KATHERINE O. CABRERA	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 27-Feb-19 to name: Hernandez, Trexie Repollo

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:

Non-compliance bon Insert Pull Method

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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

Conforme: TREXIE HERNANDEZ
17_PK16416

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_PK16416
Hernandez, Trexie Repollo
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 9-Mar-19

This refers to the alleged offense(s) you have committed at 27-Feb-19 to name: Hernandez, Trexie Repollo

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:

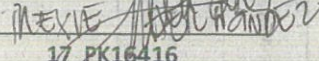
Non-compliance bon Insert Pull Method

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

Conforme: 
17_PK16416
FURUKAWA - Production Operator

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

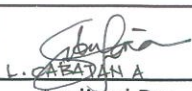

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1402-132

☒ AGENCY

Please Specify: PKINT

 L. CABATANA A. Audited By:	 G. Magadia Noted By:
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Name: Hernandez Trexie R.
Position: Associate
ID Number: 17-PK16416
Batch No.: 173
Car Model/Line: Gmaki 701 / 5120

Process: Sub Assy
Group/Shift: A-PS
Date/ Time: 02-27-2019 / 9:20AM
No. of Offense: 2nd
Superior Name: J. Matibag

Audit Findings: Non-compliance on NCERT - FULL method

Details:

* Conduct mass pulling on connector (SG/TS10-18F (all wires)) $\gamma/Lr/Vi \rightarrow 0.3$ $\gamma/L/L/R \rightarrow 0.75$
* conduct advance insertion on connector: ~~MC-E-N2FA~~ MC-E-N2FA B/ $R \rightarrow 0.5$ L/ $Lr/Br/G/SB \rightarrow 0.3$ B/ $\rightarrow 1.75$
TS1-3F B/ joint wire
* conduct half insert on connector 7LE-TP-2MCP
-Product: 36.68D-79R2D-4-P

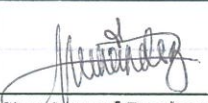
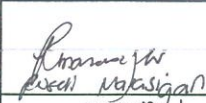
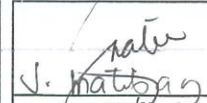
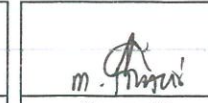
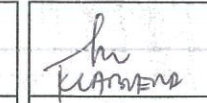
WRITTEN EXPLANATION

Nakapag mass pulling po ako kahapon dahil po kahapon po ay magana ang aking pakiramdam, nahihilo po akong mag-isa isa dahil dinudoble pull din po iyon sa manual insertion, kaya po nagawa kong magpulling tapos yung advance kumab po ay nagawa ko din dahil po sa welding joint nanun na black; nangitandag po kasi yon tka po yung half insert ay nangitandag at narabot po na kadalasang nagiging canhi din po na aming bend terminal.

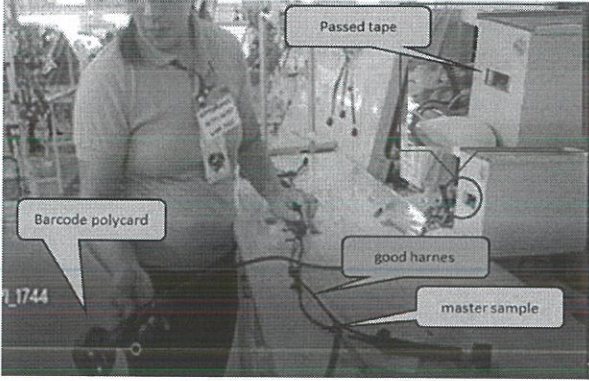

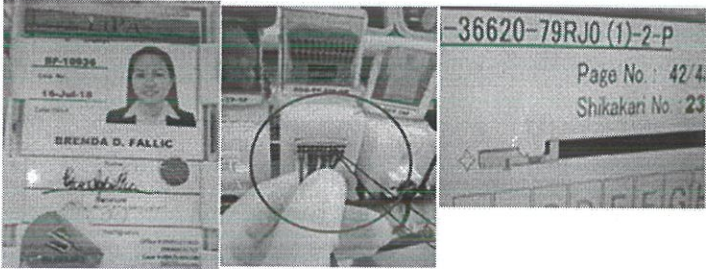
Remarks/ Evaluation:

- 1 Already refresh the STOP Call and wait
- 1 Give written explanation.

Please Issue I.R

 Signature of Employee Date: <u>02/28/19</u>	 Jr Staff Date: <u>2/28/19</u>	 Staff Date: <u>3/1/19</u>	 Supervisor Date: <u>3/1/19</u>	 Manager Date: <u>3/1/19</u>
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iAlert Line Audit Report

<div> <div>Car Model</div> <div>Suzuki YD1</div> </div> <div> <div>Date/Time:</div> <div>02/26/19 / 6:35</div> </div> <div> <div>Line/ Process</div> <div>5022</div> </div> <div> <div>Shift/ Group</div> <div>DS-A</div> </div> <div> <div>Person Informed</div> <div>I. Care</div> </div> <div> <div>Details</div> <div> <div>Non-compliance on Final Assembly Inspection Process</div> <div>OK: Put passtape→put harness inside polybox → barcode polycard on polybox</div> <div>Actual: Barcode polycard→put passtape→put harness inside polybox</div> </div> </div>	<div>Picture</div> 	<div>Action Taken</div>
<div> <div>Car Model</div> <div>Suzuki YD1</div> </div> <div> <div>Date/Time:</div> <div>02/27/19 / 9:20am</div> </div> <div> <div>Line/ Process</div> <div>5120</div> </div> <div> <div>Shift/ Group</div> <div>DS-A</div> </div> <div> <div>Person Informed</div> <div>J. Matibag</div> </div> <div> <div>Details</div> <div> <div>Non compliance on INSERT-PULL method.</div> <div>Advance Insertion Masspulling and half insertion of terminal in the connector.</div> </div> </div>	<div>Picture</div> 	<div>Action Taken</div>
<div> <div>Car Model</div> <div>Suzuki YD1</div> </div> <div> <div>Date/Time:</div> <div>02/27/19/ 16:15</div> </div> <div> <div>Line/ Process</div> <div>5117</div> </div> <div> <div>Shift/ Group</div> <div>DS-A</div> </div> <div> <div>Person Informed</div> <div>J. Matibag</div> </div> <div> <div>Details</div> <div> <div>Non compliance on INSERT-PULL method.</div> <div>Conduct Mass pulling on connector SSG-TP-22F-GR</div> </div> </div>	<div>Picture</div> 	<div>Action Taken</div>



MEMORANDUM

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE & GENERAL AFFAIRS SECTION
SUBJECT : PENALTY FOR MAJOR NON-COMPLIANCE
DATE : APRIL 16, 2018
REF. NO. : HRGA-2018-04-14

Despite our memo issued on Sept 2017 regarding quality improvement on major non-compliance, we are again reiterating the following reminders and the corresponding disciplinary penalties.

- A. Suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:
1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool
(Pag-repair ng harness na di naayon sa FALP rules)
 2. Bringing of the following prohibited materials / tools within production area:
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool
(to be validated by the QA and Production Manager)
 3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
 4. Un-authorized operator doing the process (Pagsasagawa ng process ng hindi authorized/ walang certification from Recruitment and Training Section excluding expired Authorization up to 1 month)

NOTE:

- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| B | - | 2 nd offense | Suspension of six (6) to ten (10) working days |
| C | - | 3 rd offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 th offense | Dismissal; dishonourable separation from the service |

B. **DISMISSAL from Employment:** will be imposed to any member who will be caught and/or proven to have conducted any of the following major non-compliance:

1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.

NOTE: An investigation shall be conducted and the employee who allegedly committed the violation shall be given the opportunity to defend himself prior to the imposition of the penalty.

This memorandum shall supersede the memorandum issued last September 19, 2017 (QA-1709-01).

Further, the above Policies will now form part of our Employees Handbook and the same shall take full effect on 01 May 2018.

For your strict compliance.

Prepared by:


NELDA GUCE

HRGA Section Manager

Reviewed by:


VAL AGNO

HR Department Manager

Approved by:


MITSUSHIGE KAWASE

ADMIN Division Manager

Noted by:


EUGENIO CAILAO

Production Department Manager


ARLENE RUBIO

QA Section Manager


ROCHELLE ODEVILAS

HRT Section Manager


TAKEHIDE MARUOKA
QA Department Manager


HIRONORI SHIRAHATA
Production Division Manager


MASAHITO TOKUDA
President

ECT 2 Time detected - 3:24am
- Connector Backing Out - Previews
TEN-12M on R7B-13XXD
36045 - 64 P&D / 5/24/18
- Time ECT 1
8:15am onwards

Ellen Harress - 65 P&D / 5/24/18
- 11-27-18