

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

**INCIDENT REPORT FORM**

ID Number: <b>13-0772</b>	Complete Name: <b>Murillo, Maritchelle T.</b>	Section: <b>Quality Control -</b>	Date of Incident: <b>October 29, 2018</b>	Date Issued: <b>December 5, 2018</b>
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Part 1: (To be filled-in by the Immediate Superior)

**INCIDENT REPORT****VIOLATION:**

On October 29, 2018 it was reported that you allegedly overlooked the defect which is wrong terminal because you did not conduct barcoding and proper checking of terminals, based on the correct inspection sequence.

In view of the above, please explain in writing within 5 days or until December 14, 2018 why no disciplinary action should be imposed on you for violating the Company Policy Section C. Offences Against Work/Business Standards No. 4 which state Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company.

The alleged offense is punishable by suspension ranging from one (1) to six (6) working days for 2<sup>nd</sup> offense.

(Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

**FREQUENCY OF OFFENSE**

<input type="checkbox"/> 1 <sup>st</sup> Offense	<input checked="" type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  MARITCHELLE MURILLO Signature over Printed Name	Date Received: 12-06-18
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Part 2: (To be filled-in by concerned employee)

**EXPLANATION**

I encode the kanban of affected SHIKAKARI BUT I DIDN'T NOTICE THAT THE TERMINAL WAS WRONG BECAUSE ~~BECAUSE~~ THE L.A TERMINALS ARE ALMOST THE SAME APPEARANCE AND I'M NOT FOCUS ON THE engrave of terminals. I'm focus on the defect that can occurred on the terminals like no corewire protruding defect, no insulation crimping and insulation lowering and that time there's a lot of priorities in manual crimping that needed by sub-process. And it's not my intention to overlooked the terminals.

 MARITCHELLE MURILLO Employee Name Signature over Printed Name	Date prepared: DEC 06, 2018	 J. Caguita Explanation received by: Signature over Printed Name	Date Received: Dec. 06, 2018
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