



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 19-05043	Complete Name: April Flores	Section: PD-PD4 SUZUKI	Date of Incident: March 13, 2020	Date Issued: September 25, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On March 13, 2020, it was reported that you allegedly conducted not following SOP, for not using COT jig during attachment of RCOT in assembly process as reported by I-Alert member named D.Tiemsem.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by Suspension of one (1) to five (5) working days for 2nd 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

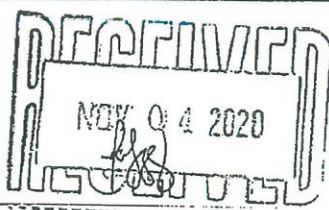
<input type="checkbox"/> 1 st Offense	<input checked="" type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
Issued by: Betelyn De Castro Immediate Superior Signature over Printed Name	Noted by: Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: April Flores Signature over Printed Name	Date Received: 10-29-2020	

Part 2: (To be filled-in by concerned employee)

EXPLANATION

Resengat na po do nakaganit ng cotrig nung time na un dahil po
na na idarag delay na po non... alam ko pang mali ang nagawa ko di pa
po mauulit..

Signature: April Flores Employee Name Signature over Printed Name	Date prepared: 10 - 10 - 2020	Signature: Katherine O. Cabrera Explanation received by: Signature over Printed Name	Date Received: 10-29-2020
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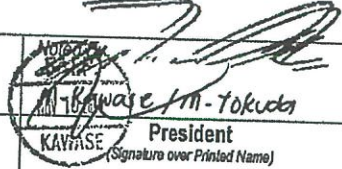


Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: see minutes of meeting.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> 1 Workings Days Date from <u>12/7/11/2020</u> to <u>12/11/2020</u> Date Returned to work <u>12/12/2020</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	suggested for suspension for second offense.		
Issued by: <u>Bebelyn De Castro</u> Bebelyn De Castro Immediate Superior (Signature over Printed Name)	Recommended by: <u>K. Cabrera E. Cailao</u> K. Cabrera E. Cailao Section/ Department Manager (Signature over Printed Name)	Approved by: <u>[Signature]</u> Human Resources (Signature over Printed Name)	 <u>KAYASE</u> President (Signature over Printed Name)
Date:	Date: <u>10-23/2020</u>	Date:	Date:

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been informed of the consequences of my action.

Employee Signature over Printed Name: _____

Date Received: _____



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing IR.
Venue: Avizuko Control
Facilitator: D. Vergara

Date: Oct 25, 2020
Time: 2:30 am

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	APRIL M. FLORES	RDY	EXPERT	anyof
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


Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

D. Vergara 2:30 am
Facilitators Signature/Date:



Minutes of Meeting

Date : October 23, 2020

Prepared	Examined	Verified	Noted
 R.S. Andaya	 O. Vergara	 K. Cabrera	 E. Callao

Location : PD4 Control Area

April Flores Hearing

Attendees :

Olive Vergara

Details:

Not Following SOP (not using COT jig during attachment of RCOT in assembly process)
Date of incident: March 13, 2020

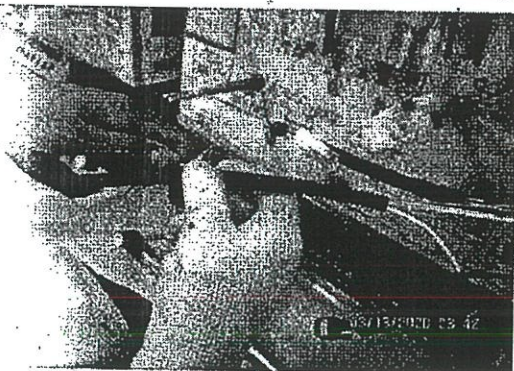
Hearing Meeting Summary:

Affected associate (Acting Expert)

- ☐ Support on process. Do insertion of RCOT without COT jig.
- ☐ Aware of the NG procedure but still continue to process due to lacking jig on that line.
- ☐ As stated by the member before only 1 COT jig.
- ☐ As checked to the Jr. Staff in charge, there are 2 COT jig on the line. 1 COT is missing but immediately reported to Staff.
- ☐ Affected expert was aware regarding COT jig condition yet still do not follow SOP.

Start Of Minutes: 3: 2:30am

End of Minutes: 3:00am

Date & Time	March 13, 2020/11:42		
Shift & Group	NS-B		
Car Maker/ Model	Suzuki YD1		
Line No.	5123		
Name	Flores, April		
ID No.	19-05Q43		
Batch No.	64		
Process	Assembly		
FAS or Agency: specify	FAS Associate		
Person Informed	C. Ramos		
Audited by:	D. Tien		
Reason/Risk:			
Audit Details <u>Not Following SOP</u> Not using COT jig during attachment of RCOT in assembly process.			