



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 19-04702	Complete Name: Jebel De Jumo	Section: PD-PD4 SUZUKI	Date of Incident: July 29, 2020	Date Issued: August 25, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On July 29, 2020, it was reported that you allegedly conducted not following SOP for improper handling of applicator while pushing zaihai cart with wire as reported by I-Alert member named R.A Manjarez.

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

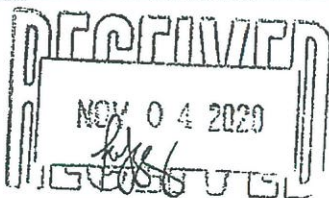
<input type="checkbox"/> 1 st Offense	<input checked="" type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
Issued by: Lanica Abanes	Noted by: Katherine O. Cabrera	Received by Employee: Jebel De Jumo	Date Received: 08/24/20	
Immediate Superior Signature over Printed Name	Manager Signature over Printed Name	Signature over Printed Name		

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

EXPLANATION

Ako po si Jebel De Jumo ay na auditin nang July 29, 2020 dahil po sa improper handling of applicator. Kasi po mag cuaproti po ako sa YUT may dala po ako kanger. kumula din po ako ng wire at nakipon to na din po na dalahin ang applicator tapunta po ng Y2R.

Jebel De Jumo	Date prepared:	Katherine O. Cabrera	Date Received:
Employee Name Signature over Printed Name	08-26-2020	Explanation received by: Signature over Printed Name	10-23-2020



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: Improper way of handling application. Unsafe act that may result in injury & damage of property.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	2. Working Days Date from Nov 25 to Nov 26 Date Returned to work Nov 29.		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	Consider end offense for suspension.		
Issued by: Larissa Abanes (Signature over Printed Name)	Recommended by: K. Cabrera / E. Callao (Signature over Printed Name)	Approved by: Human Resources (Signature over Printed Name)	President (Signature over Printed Name)
Date:	Date: 10.23.2020	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: J. Tokuda x
Date Received: 11-24-20 x



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

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

ATTENDANCE FORM

Title: Jebel de Lumo Hearing
Venue: Rizuku Control
Facilitator: O. Uyugara

Date: Oct 23, 2020
Time: 6:30 pm

	NAME	DEPARTMENT.	POSITION	SIGNATURE
1	Jebel de Lumo	PDH	Associate	J. Lumo
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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.

O. Uyugara
Facilitator's Signature/Date:



Minutes of Meeting

Date : October 23, 2020

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

Location : PD4, Control Area

Jebel De Jumo Hearing

Attendees :

Olive Vergara

Details:

Not Following SOP (improper handling of applicator while pushing zaihai cart with wire)
Date of incident: July 29, 2020

Hearing Meeting Summary:

- ☐ Holding applicator with one hand (upward position) ✓
- ☐ She did not borrow zaihai cart on TRD. ✓
- ☐ As stated by associate she knew that the action is one of the unsafe act. Invalid reason that she is in a hurry that's why she do unnecessary action.

Start Of Minutes: 3:10:30pm
End of Minutes: 11:00pm

I-Alert Daily Line Audit Report

CUSTOMER: Suzuki		
Date & Time	July 29, 2020/03:28	
Shift & Group	NS/B	
Car Maker/ Model	Suzuki Y2R	
Line No.	Secondary	
Name	De Jumo Jhebel	
ID No.	19-04702	
Batch No.	162	
Process	Manual Crimping	
FAS or Agency: specify	FAS	
Person Informed	L. Castro	
Audited by	R.A Manjarez	
Reason/Risk:		
Audit Details		
Not following SOP Improper handling of applicator while pushing zaihaicart with wire.		
Action Taken		