



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 : 19\_PK31042  
NAME : De Guzman, John Carlo Gutierrez *JCG*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 23, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st 1 day Suspend</i> <i>Oct 23, 2019</i>
Line	<i>QA - H27720 / A</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at *9/23/2019* to name: De Guzman, John Carlo Gutierrez

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:**

**Not following 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:**

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*  
19\_PK31042

FURUKAWA - Production Operator

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





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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK31042  
NAME : De Guzman, John Carlo Gutierrez ✓ *SK*  
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 23-Sep-19 to name: De Guzman, John Carlo Gutierrez

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

*SK*  
PKIMT Management

Conforme: ✓ *SK*

19\_PK31042

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-19009-1452

☒ AGENCY

Please Specify: PKMT

<u>M. DE CAMPO</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: DEGUZMAN, JHON CARLO  
Position: ASSOCIATE  
ID Number: 19 PK 31042  
Batch No.: 256  
Car Model/Line: TKRA / 3130

Process: GA  
Group/Shift: A / NS  
Date/ Time: 9-23-19 / 7:10 PM  
No. of Offense: 1st  
Superior Name: A. RABANO

Audit Findings: non compliance on failure to follow the standard operational procedure in inspecting the product.  
Details: Inspector did not follow the proper way of checking connector.

## WRITTEN EXPLANATION

I guess i did the proper way of checking the connectors. I've compared the actual harness to master sample and i also did the point to point system. But i didn't know that there is another way of <sup>proper</sup> checking the connectors.

My way of checking these connector is I check first the mating part of the connector with the master sample then I dropped down the master sample and i start check all sides of the connectors.

## Remarks/ Evaluation:

Issue Penalty

Jhon Carlo Deguzman  
Signature of Employee  
Date: 10/02/19

A. Rabano  
Jr Staff  
Date: 10-02-19

M. Nuhay  
Staff  
Date: 10-02-19


J. Rabano  
Supervisor  
Date: 10-02-19

J. Magadia  
Manager  
Date: \_\_\_\_\_



# PROPER WAY OF CHECKING CONNECTOR


FORMS		PURPOSE		MATERIALS		DEVICES / EQUIPMENT USED		REFERENCE		APPROVAL		EFFECTIVITY DATE		PAGE NO. 1 OF 1	
All	N/A	To set instruction on how to check the condition of connector properly	Alignment jig	N/A				FALP-CP-QCA-47074 FALP-WI-QCA-15015 FALP-GL-ESH-18006		Prepared by: L. Mindanao Checked by: S. Morfe Verified by: B. Ramirez	Approved by: A. Nachor / T. Matuoka	May-08-2019			
N/A		Final Assembly Process													



**1**


- Check the mating part of connector
- No terminal backing out (must check in vertical and horizontal position)
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No deform part of connector
- No band/deform/open to terminal (must check in vertical and horizontal position)
- No wrong plating of terminal (gold/tin)
- Presence of red mark (for male connectors that has alignment jig)
- Presence and condition of back-to-back ribber seal (applicable for water proof connectors)

**CAUTION:**  
Do not insert your finger inside the connector mating part during inspection!




**2**

- Check front side of connector based on connector lock position (unless otherwise specified)
- No wrong part
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr




**3**

- Check backside of connector
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No half locked retainer




**4**

- Check right side of connector
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No deform part of connector



**5**

- Check left side of connector
- No damage part (all edges must check)
- No foreign matter attached
- No excess burr
- No deform part of connector




**6**

- Check the insertion part of connector
- No damaged cavity (refer to FALP-CP-QCA-47074 Inspection Criteria for Damaged Insertion Part of all Common Connectors for the acceptable damage condition)
- No damaged insulation/exposed core wire
- Condition of insulated wire no pulling out on TBO
- Presence and condition of grommet and tumbler (applicable for water proof connectors)

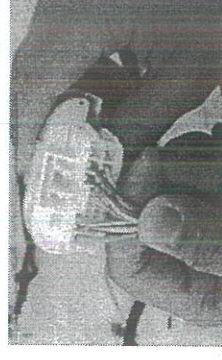
**NOTE:** Proper way of bending branch when checking the insertion part of connector

- Bending portion must be 65mm away from neck of connector
- Avoid too much bending of branch



**7**

- Check the wire harness
- No damaged wire harness
- No loose wire harness
- No damaged insulation/exposed core wire
- Condition of insulated wire no pulling out on TBO
- Presence and condition of grommet and tumbler (applicable for water proof connectors)



**8**

- Check the wire harness
- No damaged wire harness
- No loose wire harness
- No damaged insulation/exposed core wire
- Condition of insulated wire no pulling out on TBO
- Presence and condition of grommet and tumbler (applicable for water proof connectors)

**NOTE 1:** Slightly touch the retainer using thumb finger from left to right and right to left to be checked if the 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.

**WARNING**

- In case of Abnormalities, Please
- Stop the Production or Process
- Call the attention of Jr. Staff / staff
- Wait for further advise
- Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment: (PPE) for the applicable PPE
- Be careful not to cause injury during inspection of wireharness

**DR/CR No.** QA-OCA-13a-2905-015  
Revision No. 3  
Effectivity Date May-08-2019

**QA-OCA-13a-173\*-001**  
Revision No. 2  
Effectivity Date Jul-24-2017

**A3a-1610-007**  
Revision No. 1  
Effectivity Date Oct-2-2016

**A3a-1507-002**  
Revision No. 0  
Effectivity Date Jul-25-2015

Additional 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 harness)

Align sequence of checking to current process (sequence no. 2.3.4.5.6); changes of already checked item of sub assembly using Sub PC. Remove checking of deformation (presence and condition of grommet and tumbler) 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

First issue per ISO 9001:2008 Quality Management System

Item No. 8