



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number:	Complete Name:	Section:	Date of Incident:	Date Issued:
13-0561	Hardinan Celerina A.	PD3-MAZDA/FINAL	June 13, 2019	June 17, 2019

Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On June 13, 2019 it was reported that you are allegedly do non-compliance on operation standards, un-authorized repair on harness.

In view of the above, please explain in writing within 5 days or until June 21, 2019 why no disciplinary action should be imposed on you for the alleged violation under Memorandum with reference number HRGA-2018-04-14, 1.Unauthorized Repair/ Hidden Repair excluding usage of prohibited extracting tool.

The allege offense is punishable by Suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.

(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 checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by:	Noted by:	Received by Employee:	Date Received:
 Immediate Superior Signature over Printed Name	 Manager Signature over Printed Name	 Celerina Hardinan Signature over Printed Name	06-17-19

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

EXPLANATION

Nag-ikot po ako ng OMI at nagpalit ng Nameplate. Hindi po ako sumunod sa timing flow ng defect. Hindi po ako naging standard. Inisip ko po na yun yung mas mataling prosesong kaso po hindi tama pero ginawa ko para din po. ~~At~~ dapat po ay idinara ko na lang sa timing prosesong ang lahat. Hindi po hindi ko na po ito unlitin. Simula po ngayon standard na ako. Follow SOP Rules na po.

 Celerina A. Hardinan Employee Name Signature over Printed Name	Date prepared:	 GRACE CHAVEZ Explanation received by: Signature over Printed Name	Date Received:
	06-17-19		06-17-19

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: Abnormal repair conducted by the acting Jr. Staff. COP are clearly oriented & instructed to them for cancellation of being expert.					

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>2</u> Working Days	Date from <u>July 18, 2019</u> to <u>July 19, 2019</u>	Date Returned to work <u>July 22, 2019</u>
Dismissal	Effective Date: _____	Offenses Against: _____	<u>July 19, 2019</u>
Remarks: Adjustment on the date of suspension from July 18-19, 2019 to Aug 1 & 2, 2019. Due absent employee last July 17, 2019.			
Issued by: <u>O. Vergara</u> Immediate Superior (Signature over Printed Name)	Recommended by: <u>Procedural / Escalado</u> Section/ Department Manager (Signature over Printed Name)	Approved by: <u>Agno</u> Human Resources (Signature over Printed Name)	Noted By: <u>M. Stokely</u> President (Signature over Printed Name)
Date: <u>07/18/19</u>	Date: _____	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.

Shurdiman
C. HORDINAN
 Employee Signature over Printed Name:

Date Received: July 31, 2019

WRITTEN EXPLANATION

NAME: Celarina A. Hardinan

EMPLOYEE NO: 13-0921

DATE: 08-17-19

LINE 1131

☒ FAS

☐ PKMT

☐ MAXIM

☐ ADD-EVEN

VIOLATION:

nakita counter po ang ECT ng wrong use of nameplate. Tinawag po ang export namin.

Tinawag naman po ako ni export. Lumapit po ako. Di nakita ko na ngs po na wrong use ng nameplate.

Ang ginawa ko po ch inikot ko ang OMT. Hinang ko po ang product dun para mag pass po ang harness. Tapos po nung nagpass m inilay-out ko po sa assy board ang affected harness at dun ko po pinulitan ng nameplate. Yun pang GBEF m harness m nakabitin ng G52D m nameplate ay nilay yan ko po ng nameplate na GBEF at pira out ko na po sa ECT. Kasi po okay na po Xing harness at nameplate nagon. Tapos po yung nameplate naman po m G52D m ikinabit ko sa

harness m G52D. Iinabit ko po yung harness na G52D kasi po yun ang nameplate na nakabit sa harness. Hindi ko po muna pin-out yung harness ng G52D inilagay ko lamang po ito sa ECT hanger.

Nung nag-uunwan na po exercise m po lumapit po si I-alex m dim. tapos po tinigman nya ang PC. Tinuro nya ang PC at inisulat down ang mase para makita nya. Tinanung nya kung nasan ang isang harness kasi po tatlo ang andun sa before inspection, ei iisa naman po yung msa hanger m harness. At nakita nya yung GBGF sa hanger ng ECT. Tapos po kinula nya ito at kinabit sa ECT hanger

Finishing po ito. Tinanung nya po kame ng export ko kung bakit finishing ang s-got po naman ay mag by product po kami. Kasi po kailagay namin sa ECT. Dahil nya po mag-uunwan na

COUNTER MEASURE

Hinding - hindi ko na po ulitin ang abig naging. Susunod na po ito sa SOP rules.

Celarina A. Hardinan
ASSOCIATE

D. P. SANTIAGO
STAFF

O. Vergara
ASST. MANAGER

N/A

JR STAFF

[Signature]

SUPERVISOR

SEC. MANAGER