| **Department: Quality Control Year: 2021 Last Updated on:** | | | | | **17-06-2021** |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Recourse**  **(If any)** | **Status** |
| 1 | Train two Shift In-charges on technical knowledge from QC department. | * To train two Shift In-charge from QC on Testing, Technical Knowledge and understanding of different raw materials such as polymers, additives and pigments. * Training evaluation of the shift in-charge trained from QC. | Asst. QCM,  Deputy QCM | 31-03-2021 |  | Done |
| 2 | Implementation of 5S in Q.C. Lab and sustain it during regular working. | * Sorting of necessary and unnecessary things and identifying & eliminate all unnecessary items from the workplace. * Labeling of needed items, files and folders, retention samples, locker/drawer/cupboard to show what is kept inside. In this way we can locate the item within 30-60 seconds. * Create a clean worksite without garbage, dirt and dust, so problems can be more easily identified (leaks, spills, excess, etc.). To implement daily cleanliness activity – at least 5 minutes per day. * To standardize the files and folders through ‘visual management’ and also setting up standards for a neat and clean workplace. * Also make aim for higher 5S levels – continuous improvement. | Asst. QCM,  Deputy QCM | 30-04-2021 |  | Done |
| 3. | To reduce Overall complaints to maximum 15. This will be 22% reduction in complaint ratio from last year. | * Prior testing and arrangement of standard before trial if machine is on stand-by for testing. * Minimizing trouble shooting time step by step of troubleshooting in case of any irregularity and/or deviation during trial production. * Prior testing of pigments and raw materials when using alternative Raw material. * Minimizing the number of trials by consultation in case of any variation. * Decrease the delay time in critical grades testing. | Asst. QCM,  Deputy QCM | 31-12-2021 |  | In Process |
| 4. | To maintain the Average Q.C. Lab response time for trials to a maximum of 30 minutes, excluding critical testing. | * Fix the recipes for critical filler and prime grades and to improve the testing criteria. * Fix the raw materials and make sure prior testing of pigments for dispersion and heat stability. * To ensure shift wise blown film and MFR testing of color filler grades& blown film grades. * To ensure better dispersion by adding rework in critical film and PP Woven grades and fixing the processing parameters. * To enhance testing criteria for PP woven grade by testing the grade almost at same dose; which customer is dosing (including filler master batch). * Testing the FPV Values of Critical PP Woven Sack and CPP grades to ensure proper dispersion of master batch in the base resin. | Asst. QCM,  Deputy QCM | 31-12-2021 |  | In Process |
| 5. | To utilize up to 60 % of total 61 Metric Ton slow-moving FG and RG materials effectively till December 2021. | * Enlist all the slow moving / zero sale products from stock aging report for FG Store * Make utilization plan and implement effectively and understand all the non-critical and PP Mat grades. * To consume the slow moving / zero sale grades in low range PP Mat and other grades. | Asst. QCM,  Deputy QCM | 31-12-2021 |  | In Process |
| 6. | To utilize up to 50 % of total 33 Metric Ton slow-moving raw materials effectively till December 2021. | * Listing and categorizing of all the slow-moving and dead Stock Raw Materials from stock aging repot. * Report on proper raw material testing of all the indefinite slow-moving and dead stock raw materials. * Identify all grades which we can use as pigment source and non-critical and PP Mat grades (economical). * To operate the listed material in non-critical and PP Mat grades (economical). | Asst. QCM,  Deputy QCM | 31-12-2021 |  | In Process |

Prepared By (HOD): Approved By (GM/MD/CEO):