# **TOP GLOVE SDN BHD**

### HOW TO USE THE KANBAN SYSTEM FOR SAMPLE GLOVES

#### <u>Step 1</u>

Read the labels at the box for required gloves

#### Step 2

Identify the sizes needed

## Step 3

Take out the samples (minimum one set) from the box

### Step 4

Mark "X" at the empty column based on total samples taken (one column represents one set of gloves) & register in the log book provided

#### Reminder!

- 1. Minimum quantity to be taken is one set (contains 6 pieces of gloves).
- 2. Do not take few pieces (less than 6 pieces) of gloves from one polybag and do not return the remaining pieces into the box.
- 3. Do not mix the glove with different type of glove, weight & size.
- 4. If you would like to return the unused samples, please place back the sample inside the box of similar label.
- 5. Always record at the box (to mark "X") whenever you take the sample out from the box.
- 6. Do not place other samples (e.g.: sample from factory) inside the box. The box is not a disposal centre!

Your cooperation is really appreciated as you can assist us to control the samples movement and prevent insufficient gloves. Thank you!

PIC: Ms Husna & Ms Noorul Shamsidah (QA/QTC)