

TOP GLOVE GROUP OF COMPANIES  
FINAL BEST 8 MONTHLY SUGGESTION RATING

MONTH: **FEBRUARY 2012 SUGGESTION RATING**

DATE: 30/03/2012

Name	FARAH LYLIA	PUON TUCK SENG	GANASON	LIM JIN FENG	SU SIENG MEE	LOOI GUAT KIAN	NUR FADHILA	JOHN WU
Factory	F4	F4	F14	F9	F10	F10	F4	F18
Badge No.	1017377	1017377	1013768	1018554	F10	HQ010	1013901	B138
Dept	Maintenance	Production	Maintenance	Marketing	Sales & Purchasing	Shipping & Purchasing	QA	Manufacturing
Project title	Setup in house workshop to repair spoilt motor in TG Klang Factory	Medical Card	Opening for Cornstarch Oven Ducting	To Implement the stock & Lead time of each respective Factory into ERP	E - DO	E - BL	E - Incoming Latex	HOF to rotate to other TG factory after 5 years
Ranking	1	2	3	4	5	6	7	8
Cost Saving	-	-	-	-	-	-	-	-
Remark from HODs	-	-	-	-	-	-	-	-
Rated HOD	❖	❖	❖	❖ Mr. Eric Ho (Chairman) ❖ Mr. Zakaria ❖ Mr. Loh Keng Kong ❖ Ms. Eva Vinoni Bt. Mustafa ❖ Ms. Leong Chew Mun (represented by Mr. William Phang)				

**\*\*\*REMARKS: Follow up procedure on the suggestion given:**

- Staffs that suggested the above are to make sure the suggestion being implemented in their factories.
- Respective HOF and secretary are to follow up on the suggestion and thereafter to email out the picture implemented to other TG factories for implementation.

Compiled by: MC WONG (F9)  
Date: 02/04/12

*Handwritten signature/initials*

*Handwritten signature/initials*



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TS

1/4

IMPROVEMENT IS IMPOSSIBLE WITHOUT CHANGE, AND THOSE WHO CANNOT ACCEPT CHANGE CANNOT IMPROVE

## INNOVATION & IMPROVEMENT FORM

Name: Farah Iylia

2909

Position: Manufacturing Engineer

Factory No: 4

Badge No: 1017377

Department: MAINTENANCE

Date: 08/0212

Received on  
29/2/12

From: wang  
LC  
29/2/12

**Title of Suggestion/Tajuk Cadangan:** Setup in-house workshop to repair spoilt motor in TG Klang Factory

**My Suggestion will/ Cadangan Saya akan** (please tick ✓):

- |                     |                                     |                                    |                          |
|---------------------|-------------------------------------|------------------------------------|--------------------------|
| 1. Save Cost        | <input checked="" type="checkbox"/> | 4. Improve Work Process Efficiency | <input type="checkbox"/> |
| 2. Increase Revenue | <input checked="" type="checkbox"/> | 5. Improve Safety                  | <input type="checkbox"/> |
| 3. Improve Quality  | <input checked="" type="checkbox"/> | 6. If others :                     |                          |

### Present Situation / Keadaan Semasa

Currently, TG Klang factory has to send spoilt motor to supplier for rewinding purpose. The cost of rewind nowadays is high and low quality due to short life span. We unable to check and study the quality of material especially size of coil that been used by supplier.

### My Suggestion / Cadangan Saya

To setup in-house workshop to repair spoilt motor which in charged by experience staff in this field

### Benefits to the Company / Faedah Kepada Syarikat :

- Save cost
- prevent cheating
- able to study material used to rewind motor
- improve worker's skill

### Evaluation Procedure / Jadual Penilaian (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	RM2	RM4				

### Evaluation Team/HOD/HOF/Chairman Feedback:

OK good idea to aware the quality of motor rewind  
79 group are so big. we should have our own motor repair team.

### Action to be taken/ follow up by:

MAINTENANCE HOD/HOT.

OK, should arrange this much earlier.  
to work out a detail proposal on this.

the  
27/2/12

Rev : 3 (HR/F15)





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From: wchglc  
29/12/12

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## INNOVATION & IMPROVEMENT FORM

Name: Puon Tuck Seng

Position: DGM, Manufacturing

Factory No: 19

Badge No: K003

Department: Production

Date: 27/02/12

Title of Suggestion/Tajuk Cadangan: Medical card

My Suggestion will/ Cadangan Saya akan (please tick ✓):

- |  |  |
|--|--|
| 1. Save Cost <input type="checkbox"/>        | 4. Improve Work Process Efficiency         |
| 2. Increase Revenue <input type="checkbox"/> | 5. Improve Safety <input type="checkbox"/> |
| 3. Improve Quality <input type="checkbox"/>  | 6. If others : _____                       |

### Present Situation / Keadaan Semasa

Medical card – currently if we admit hospital, we have to make the payment first then only can claim insurance. It is a tedious & time consumption job as we need to fill up medical report, wait for doctor 1 or 2 weeks to fill up the report, collect the report & submit to insurance company. If everything goes wrong or info not sufficient, the whole cycle repeat again.

### My Suggestion / Cadangan Saya

To provide medical card to staff.

### Benefits to the Company / Faedah Kepada Syarikat :

1. More efficient, not need staff waste time to fill up medical report & follow up.
2. Take care basic staff benefit.

### Evaluation Procedure / Jadual Penilaian (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	RM2	RM4			<i>[Signature]</i>	<i>[Signature]</i>

### Evaluation Team/HOD/HOF/Chairman Feedback:

Current situation is same, need some no need  
HR to check. TO *[Signature]*

### Action to be taken/ follow up by:

Dear Tan Sri,

8092

please find comment / feedback  
from Mr. Chang <sup>CIC</sup> on TSM on  
Mr. Puon's suggestion.

Dear Tan Sri / Mr Puon

Below is our comment in relation to Mr Puon's suggestion :-

For your information.

1. **Make payment first then only can claim insurance**

Mr Puon's comment is correct because under the reimbursement basis, employee is required to make payment first and subsequently reimburse the medical expenses from the insurance company.

pg 1 of 2. →  
(P. 7.0)

Having mentioned this, we would like to highlight that in order to reduce the financial burden of the employees, TG had negotiated and successfully obtained credit facilities from the following hospitals:-

Attached e-mail  
send to staff.  
(at behind).

a) Pantai Group of Hospitals with credit facilities of RM25,000; and

b) Sime Darby Group of Hospitals with credit facilities of RM20,000.

From:  
wang  
12

Further a bank guarantee of RM55,000 was submitted to UM Hospital.

14/3/12

With the above initiative, it will reduce the employee's dissatisfaction because when TG's employees are admitted to the above hospitals, he / she is no longer required to "make payment first and subsequently reimburse the medical expenses from the insurance company".

CIC's  
Comment  
is good &  
O.K.  
to stay.

2. **Procedures and documentation**

To ensure that TG's employees are aware of the above arrangement, proper procedures had been established and sent to the respective factories PIC on 2 November 2011 and 16 November 2011 respectively (a copy of our e-mails dated 2 November 2011 and 16 November 2011 are enclosed for your attention). Based on the procedure enclose, it also listed down clearly on documentation and roles and responsibilities of employees and PIC.

Please review the procedures carefully and should you need further clarification, please do not hesitate to contact PIC or us.

15/3

3. **Insurance premium and medical claims**

We would like to take this opportunity to share with you on insurance premium expenditure incurred for years 2011 and 2012 and insurance claims for years 2010 and 2011 :-

Description	Year 2012 insurance premium (without medical card) RM	Year 2011 insurance premium (with medical card) RM	Potential saving in insurance premium (%)
Group hospitalisation and surgical	153,099	176,661	13.34 %

Source from insurance broker



Description	Year 2011 insurance claims (medical card is awarded to all employees) RM	Year 2010 insurance claims (medical card is awarded to selected group of employees only) RM	Increase of insurance claims from year 2010 to 2011 (%)
Insurance claims on group hospitalisation and surgical	127,380.95	23,308.70	446.5%

Source from insurance broker

Based on the above summary, the company is able to save 13.34% under the Group hospitalisation and surgical insurance policy in year 2012.

Further when the medical card is awarded to all the employees in year 2011, the insurance claims on group hospitalisation and surgical claims had increased significantly (i.e 446.5%) as compared to year 2010. Thus with "reimbursement procedure", hopefully the employee will be more careful (i.e. in term of the claims) when he / she is submitting his / her claims.

Since the "reimbursement basis" is giving positive impacts to the company and most importantly, never jeopardise employees' hospitalisation and surgical entitlement, we really appreciate if all the HOF / HOD is willing to give 100% support to the above new effort introduced by the company.

-----Original Message-----

From: Paris Bin Ariff (Top Glove - TG1) [mailto:paris@topglove.com.my]

Sent: Wednesday, November 16, 2011 6:22 PM

To: 'Ngiam Geok Lian (Top Glove - F9)'; 'Noor Fairros bt Rusnani (Top Glove - F9)'; 'Ho Yan Ling (Top Glove - F9)'; 'Mazni Isnin (Top Glove - F10)'; 'Anne Chan Sook Lai (Top Glove - F11)'; 'Sharon Koh Siok Hooi (Top Glove - F12)'; 'Wan Anis Mariza (Top Glove - F13)'; 'Janet Hii Sze Ping (Top Glove - F4)'; 'Gor Sheau Yen (TG Medical - F3)'; 'Sylvia A/P Philip Selvarajoo (Top Glove - F14)'; 'Noraini Binti Mat Raus (Top Glove - F19)'; 'Lee Hui Sun (Top Glove - F21)'; 'Ong Kee Yong (Top Glove - F5)'; 'Mah Kam Moi (Flexi-Tech - F18)'; 'Junaidah bte Jemangin (Top Glove - F19)'

Cc: 'Lim Cheong Guan (Top Glove - TG1)'; 'Chang Chee Keong (Top Glove - TG1)'; 'Khor Soon Seng (TG Medical - F14)'; 'Gurmeet Kaur D/O Baladev Singh (Top Glove - F2)'; 'Mayuhaani Bt Ismail (Top Glove - F9)'; 'Lim Cheau Miaw (Top Glove - F9)'; 'Koo Sing Huat (Top Glove - F9)'; 'Fauziah Ghouse (Top Glove - F10)'; 'Noradella Bt Nordin (Top Glove - F11)'; 'Goh Lee Ser (Top Glove - F12)'; 'Zalipah binti Jasman (Top Glove - F13)'; 'Ong Lay Hong (Top Glove - F4)'; 'Stefanie Tan Boon Zhi (TG Medical - F3)'; 'Bell Lee Shiow Fang (Top Glove - F14)'; 'Joyce Khoo Siauh Hong (Top Glove - F19)'; 'Mariam binti Ibrahim (Top Glove - F9)'; 'Chen Chew Lan (Flexitech-18)

Subject: RE: int : Staff Hospitalisation benefit (Malaysia)

Dear all,

Further to our e-mail below, we would like to inform you that the following hospitals had approved our credit facilities application :

- a) Pantai Group of Hospitals with credit facilities of RM25,000; and
- b) Sime Darby Group of Hospitals with credit facilities of RM20,000.

On the other hand, a bank guarantee of RM55,000 was submitted to the following hospital :-

- a) UM Hospital.

With the above effort initiated by TG, we trust it will reduce the financial burden of the employees and most importantly, all the employees have the equal opportunity for quality hospitalisation facilities. Should you require further clarification / information, please do not hesitate to contact us. Meanwhile, kindly disseminate the above information to the employees immediately.

Thank You,

From: Paris Bin Ariff (Top Glove - TG1) [mailto:paris@topglove.com.my]

Sent: Wednesday, 2 November, 2011 6:12 PM

To: 'Ngiam Geok Lian (Top Glove - F9)'; 'Noor Fairros bt Rusnani (Top Glove - F9)'; 'Ho Yan Ling (Top Glove - F9)'; 'Mazni Isnin (Top Glove - F10)'; 'Anne Chan Sook Lai (Top Glove - F11)'; 'Sharon Koh Siok Hooi (Top Glove - F12)'; 'Wan Anis Mariza (Top Glove - F13)'; 'Janet Hii Sze Ping (Top Glove - F4)'; 'Gor Sheau Yen (TG Medical - F3)'; 'Sylvia A/P Philip Selvarajoo (Top Glove - F14)'; 'Noraini Binti Mat Raus (Top Glove - F19)'; 'Lee Hui Sun (Top Glove - F21)'; 'Ong Kee Yong (Top Glove - F5)'; 'Mah Kam Moi (Flexi-Tech - F18)'; 'Junaidah bte Jemangin (Top Glove - F19)'

Cc: 'Lim Cheong Guan (Top Glove - TG1)'; 'Chang Chee Keong (Top Glove - TG1)'; 'Khor Soon Seng (TG Medical - F14)'; 'Gurmeet Kaur D/O Baladev Singh (Top Glove - F2)'; 'Mayuhaani Bt Ismail (Top Glove -

F9); Lim Cheau Miaw (Top Glove - F9); 'Koo Sing Huat (Top Glove - F9)' (koo@topglove.com.my); Fauziah Ghouse (Top Glove - F10) (fauziah\_ghouse@topglove.com.my); Noradella Bt Nordin (Top Glove - F11); Goh Lee Ser (Top Glove - F12); Zalipah binti Jasman (Top Glove - F13); Ong Lay Hong (Top Glove - F4); 'Stefanie Tan Boon Zhi (TG Medical - F3)'; 'Bell Lee Shiow Fang (Top Glove - F14)'; 'Joyce Khoo Siah Hong (Top Glove - F19)'; 'Mariam binti Ibrahim (Top Glove - F9)'; Chen Chew Lan (Flexitech-18) (clchen@flexiss.com)  
Subject: int : **Staff Hospitalisation benefit (Malaysia)**

**Dear HOF / PIC,**

For year 2011 / 2012 staff hospitalisation benefits, Top Glove ("TG") had decided to change the billing method from medical card system to medical reimbursement system. Meaning that the employee is required to pay / settle the hospital invoice first when he / she are discharged from the hospital and subsequently, claim the medical expenditure amounts from the insurance company.

#### Credit facilities

To reduce the burden of the employees, TG had taken the initiative to arrange for credit facilities with the following hospitals :-

- a) UM Hospital;
- b) Pantai Group of Hospitals; and
- c) Sime Darby Group of Hospitals.

For your information, currently TG's credit facilities application still under consideration. Please note that if the abovementioned hospitals agreed to give / grant credit facilities to TG, the following steps will apply :-

- a) Hospital invoice will direct to TG. The employee is not required to settle the hospital invoice when he / she is discharged from the hospital;
- b) TG will be responsible to pay / settle the hospital invoice first; and
- c) Subsequently the employee is required to work closely with PIC and ensure that insurance company is refunded the medical expenditure amounts to TG as soon as possible.

#### Medical Reimbursement System (Under Credit Facilities Scenario)

To ensure that TG employees have the equal opportunity to enjoy the credit facilities with the abovementioned hospitals plus reimburse the medical expenditure amounts to TG on timely basis, we enclose the following flow charts / documents for your attention and further action :-



Flow Chart 1 :-

1. Hospital and Surgical Claim Procedures

With reference to the Hospital and Surgical Claim Procedures, we have listed clearly the names and responsibilities of PIC and employee. PIC and employee must comply with the deadline as stated in the Hospital and Surgical Claim Procedures.

2. Letter to Employee, Letter to Hospital and Letter to Insurance Broker

Based on the Hospital and Surgical Claim Procedures, PIC is required to prepare the following letters to employee, insurance broker and hospital respectively :

a) Letter to employee. Please note that in the letter to employee, PIC is required to attach / enclose Appendix A (i.e. GHS benefits) and Appendix B (GHS exclusion). This is to ensure that our employee is fully aware of the entitlement and items not covered under GHS scheme;

b) Letter to hospital; and

c) Letter to broker.

Please note that a copy of the abovementioned letter is enclosed for your attention and further action.

Flow Chart 2 :-

1. Hospital and Surgical Payment Procedures

With reference to the Hospital and Surgical Payment Procedures, we have listed clearly the names and responsibilities of PIC, Top Glove, Empire Subang and Accounts Department. PIC, Top Glove, Empire Subang and Accounts Department must comply with the deadline as stated in the Hospital and Surgical Payment Procedures.

Flow Chart 3 :-

1. Hospital and Surgical Refund Cheque Procedures

With reference to the Hospital and Surgical Refund Cheque Procedures, we have listed clearly the names and responsibilities of PIC and Accounts Department. PIC and Accounts Department must comply with the deadline as stated in the Hospital and Surgical Refund Cheque Procedures.

Should you require further clarification / information, please do not hesitate to contact us. Meanwhile, kindly disseminate the above information to the employees immediately.





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15

2

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## INNOVATION & IMPROVEMENT FORM

3136

Name: Ganason Position: Supervisor Factory No: 14

Badge No: 1013768 Department: Maintenance Date: 09/02/12

Title of Suggestion/Tajuk Cadangan: Opening for cornstarch oven ducting

My Suggestion will/ Cadangan Saya akan (please tick ✓):

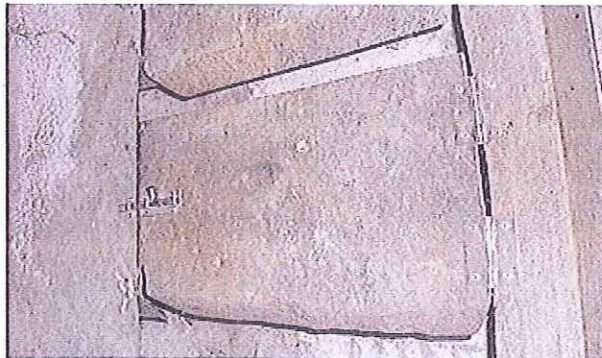
- |  |   |
|--|---|
| 1. Save Cost <input type="checkbox"/>        | 4. Improve Work Process Efficiency <input type="checkbox"/> |
| 2. Increase Revenue <input type="checkbox"/> | 5. Improve Safety <input type="checkbox"/>                  |
| 3. Improve Quality <input type="checkbox"/>  | 6. If others : _____  |

### Present Situation / Keadaan Semasa

Powder will accumulate inside the oven ducting after certain running time. It is difficult for production to clean the powder since the opening for the ducting is small and it could not be cleaned thoroughly.

### My Suggestion / Cadangan Saya

To modify the opening of the ducting so that it could be opened during cleaning time and closed during line running time.



OK good idea.

### Benefits to the Company / Faedah Kepada Syarikat :

- For easier cleaning purpose.
- Prevent fire accident.

### Evaluation Procedure / Jadual Penilaian (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	RM2	RM4				

### Evaluation Team/HOD/HOF/Chairman Feedback:

Good idea - to do at shury oven first time.

### Action to be taken/ follow up by:





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## INNOVATION & IMPROVEMENT FORM

Name: Lim Jin Feng  
Badge No: 1018554

Position: Marketing Officer Factory No: F9

Department: Marketing

Date: 7/2/12

Title of Suggestion/Tajuk Cadangan: To inform Marketers the OIC for the department of the Order.  
My Suggestion will/ Cadangan Saya akan (please tick ✓):

- |  |  |
|--|--|
| 1. Save Cost <input type="checkbox"/>        | 4. Improve Work Process Efficiency <input checked="" type="checkbox"/> |
| 2. Increase Revenue <input type="checkbox"/> | 5. Improve Safety <input type="checkbox"/>                             |
| 3. Improve Quality <input type="checkbox"/>  | 6. If others : _____   |

### Present Situation / Keadaan Semasa

Individual factories sending their out Stock and Lead time via email. This is difficult to trace which factory have what glove stock and not user friendly because it is not compiled.

### My Suggestion / Cadangan Saya

To implement into ERP so that factory side can key into the ERP and let it compile into a list so that Marketers can see the stock and lead time of all the factories.

### Benefits to the Company / Faedah Kepada Syarikat :

This will help factory side to clear their stock because marketers are aware of what glove stock is available at any time. Company will know how much stock the group actually has. Also, this will reduce the daily emails.

### Evaluation Procedure / Jadual Penilaian (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	RM2	RM4			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Evaluation Team/HOD/HOF/Chairman Feedback:

It is good to include the Stock management and production planning into the ERP or other computer system. To say 23/2.

### Action to be taken/ follow up by:

IT team to study. To





2/8

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## INNOVATION & IMPROVEMENT FORM

Name: SU SIENG MEE

Position: S&P EXE

No: F10

Badge No: J029

Department: S&P

Date: 01/02/2012

Title of Suggestion: E-DO

**My Suggestion will/ Cadangan Saya akan** (please tick ✓):

- |  |  |
|--|--|
| 1. Save Cost <input type="checkbox"/>        | 4. Improve Work Process Efficiency <input checked="" type="checkbox"/> |
| 2. Increase Revenue <input type="checkbox"/> | 5. Improve Safety <input type="checkbox"/>                             |
| 3. Improve Quality <input type="checkbox"/>  | 6. If others :   |

### Present Situation / Keadaan Semasa

Warehouse Dept will need to pass by hand or scan the Delivery Order to Documentation Dept, A/C Dept and Shipping Dept. It'll lead to chances of missing or late passing the documents to related department.

### My Suggestion / Cadangan Saya

IT Dept to study to have e-DO on current ERP system. The existing manual signatory from guards and drivers can replaced with some devices that can be picked by the system. Once the process is finish, the responsible PIC can directly "post" the DO. Once "post", all related department will get the notification to download the DO from system by their own.

### Benefits to the Company / Faedah Kepada Syarikat :

1. Improve work efficiency. ✓
2. Reduce complaint on missing DO. ✓
3. Avoid cheating on container delivery/pick up time (factory might cheat to achieve sales target for month end closing) as the system will use real time. ✓

### Evaluation Procedure / Jadual Penilaian (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	RM2	RM4	RM5.00		<i>[Signature]</i>	<i>[Signature]</i>

### Evaluation Team/HOD/HOF/Chairman Feedback:

Good Idea, It to study and revert the out come by End Feb 2012.

### Action to be taken/ follow up by:

3T to study & implement

(06/01/2012)



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Looi

3/8

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## INNOVATION & IMPROVEMENT FORM

Name: Looi Guat Kian

Position: Shpg Manager

Factory No: F10

Badge No: HQ010

Department: Shpg/Purchasing

Date: 07<sup>th</sup> Nov 2011

7/21/2012

Title of Suggestion/*Tajuk Cadangan*: E-BL

My Suggestion will/ *Cadangan Saya akan* (please tick ☒):

- |  |   |
|--|---|
| 1. Save Cost <input checked="" type="checkbox"/>       | 4. Improve Work Process Efficiency <input type="checkbox"/> |
| 2. Increase Revenue <input type="checkbox"/>           | 5. Improve Safety <input type="checkbox"/>                  |
| 3. Improve Quality <input checked="" type="checkbox"/> | 6. If others : _____  |

### Present Situation / *Keadaan Semasa*

Currently the Documentation dept only implement 1 carrier (OOCL) to print E/BL.

### My Suggestion / *Cadangan Saya*

To implement E-BL on other carriers as well eg. Evergreen/Maersk Line and CMA.

### Benefits to the Company / *Faedah Kepada Syarikat*:

1. On Line Booking – Save time and booking are registered and recorded for easy future reference. There will be no missing booking or mishandle of booking confirmation.
2. E-SI – All data/information are transmitted via online where there will be very minimal errors to occur. This can save time in sourcing and comparing in using manual SI submission.
3. E-BL print – Top Gloves can save more than 100 trips by having E-BL where BL can be printed at the office by just clicking on the keyboard. Every trip cost the company RM80.00 x estimate 60 trip = RM4,800 per month x 12months per year saving is RM57,600.00.  
Besides, company would have less worry of having late BL collection in the event that office delivery staff is on leave/medical or facing bad weather. Consequently, employees can be more efficient with the effective BL sending.

### Evaluation Procedure / *Jadual Penilaian* (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Evaluation Team/HOD/HOF/Chairman Feedback:

ok to get connect.

### Action to be taken/ follow up by:

IT team to study the





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4/6

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## INNOVATION & IMPROVEMENT FORM

Name: Nur Fadhila

Position: QA Chemist

Factory No: 04

Department: QA

Date: 07/02/12

Badge No: 1013901

Title of Suggestion/Tajuk Cadangan: E-Incoming Latex

My Suggestion will/ Cadangan Saya akan (please tick ✓):

- |                     |                          |                                    |                                     |
|---------------------|--------------------------|------------------------------------|-------------------------------------|
| 1. Save Cost        | <input type="checkbox"/> | 4. Improve Work Process Efficiency | <input checked="" type="checkbox"/> |
| 2. Increase Revenue | <input type="checkbox"/> | 5. Improve Safety                  | <input type="checkbox"/>            |
| 3. Improve Quality  | <input type="checkbox"/> | 6. If others :                     | _____                               |

### Present Situation / Keadaan Semasa

Incoming Raw Latex result only recorded on provided form and then filing. PIC need to check at document center if want to trace back old record.

### My Suggestion / Cadangan Saya

To have E-Incoming Latex where daily incoming latex recorded in system. If received incoming latex with NC E-Incoming Latex will generate LOC, deviation and IRF to respective PIC.

### Benefits to the Company / Faedah Kepada Syarikat :

- 1) Easy to trace back all data especially for audit preparation
- 2) More efficient where system can generate LOC, Deviation and IRF at one time
- 3) Towards computerization

### Evaluation Procedure / Jadual Penilaian (Please circle the awards)

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	<input checked="" type="radio"/> RM2	RM4	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Evaluation Team/HOD/HOF/Chairman Feedback:

ok to promote computerization.

THE PROPOSER TO Liaise WITH IT HOD TO DO.

### Action to be taken/ follow up by:

IT to follow up  
yes, IT team to study & arrange

the  
27/2/12

Rev.: 3 (HR/F15)

The  
check 13



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RS

Received on

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10/2/12

From:

wong  
LC

13/2/12

Name: JOHN WU

Position: SNR GENERAL MANAGER

Factory No: F18

Badge No: B138

Department: MANUFACTURING

Date: 10/01/2012

Title of Suggestion/Tajuk Cadangan: HOF to rotate to other TG factory after 5 years.  
My Suggestion will/ Cadangan Saya akan (please tick ✓):

1. Save Cost

☐

4. Improve Work Process Efficiency

☒

2. Increase Revenue

☐

5. Improve Safety

☐

3. Improve Quality

☐

6. If others :

**Present Situation / Keadaan Semasa**

HOF stay put at one factory once he/she is assigned to that particular factory.

**My Suggestion / Cadangan Saya**

To rotate the HOF to manage other TG factory after 5 years in the same factory.

**Benefits to the Company / Faedah Kepada Syarikat :**

Can share his good experience gained from old factory when he is assign to the new factory.  
Giving an opportunity for a change of work environment and new challenges.  
Not to end up too complacent when his factory is doing well.  
Understand the shortcoming in other factory and to improve it using his skill learnt.

0.0.0

**Evaluation Procedure / Jadual Penilaian** (Please circle the awards)

arrange

KEASLIAN Originality	KREATIVITI Creativeness	KEBERKESANAN Effectiveness	0	1-25	26-50	51-75	76-100	Checked	Approved
20	20	60	Reject	RM2	RM4				

13/2  
14/2

**Evaluation Team/HOD/HOF/Chairman Feedback:**

**Action to be taken/ follow up by:**