

1. Standar yang diperlukan untuk prosedur pengoperasian sudah dibuat dan disusun secara sistematis termasuk one-point standard.


Jumlah IK & STANDARD ALL SECTION					
No.	Section	IK	Standard	One Point Control	One Point Standard
1	PE	31	81	26	11
2	MAINTENANCE	62	15	2	-
3	ACCOUNTING	1	0	-	-
4	CALIBRATION	11	0	-	-
5	DIES	36	12	-	-
6	DRAWING	39	0	1	-
7	ENVIROMENTAL	36	0	-	-
8	HORIZONTAL	57	0	6	11
9	IMPROVEMENT	4	1	-	-
10	MACHINERY	16	1	-	-
11	MIS	8	2	-	-
12	PACKING	11	0	-	-
13	PGA	24	0	-	-
14	PPC	13	1	-	-
15	PUR	11	0	-	-
16	QA	92	67	13	-
17	QI	54	0	-	-
18	SAFETY	35	2	-	-
19	SALES	14	1	-	-
20	SHIPPING	16	0	-	-
21	VARNISH	15	2	2	-
22	VERTICAL	90	0	19	5
23	WAREHOUSE	33	1	3	-

1. Standar yang diperlukan untuk prosedur pengoperasian sudah dibuat dan disusun secara sistematis termasuk one-point standard.

PE Dept Work Instructions

PT. SUMITOMO ELECTRIC WINTEC INDONESIA									
DAFTAR INSTRUKSI KERJA / STANDAR / FORM									
No. Dokumen									
Revisi									
Tgl Berlaku									
4-QAS-052									
00									
18 October 2023									
NO.	Dokumen No.	Judul Dokumen				Tanggal terbit	Revisi	Review Date	Remark
1	2-PEG-001	PE Job Description & Distribution				1-Dec-23	03	30-Apr-24	
2	2-PEG-002	Pembuatan Indication Slip				23-Aug-21	04	30-Apr-24	
3	2-PEG-003	Analisa Blister				24-Feb-17	00	30-May-24	
4	2-PEG-004	Pengoperasian Blister Collecting Machine				29-Mar-17	00	20-May-24	
5	2-PEG-005	Cara Pengujian Viscositas				1-Mar-24	02	21-Jun-24	
6	2-PEG-007	Input cost sheet costing ke EZ runner				24-Aug-24	00	24-Jun-24	
7	2-PEG-008	Pengontrolan Kondisi Varnish (Viscositas & Resin %) Saat Proses Produksi				24-Feb-17	00	16-Jul-24	
8	2-PEG-009	Input data Overall Equipment Effectiveness machine vertical (OEE)				28-Mar-24	00		
9	2-PEG-018	Pengecekan Air Flow				21-Dec-21	00	26 Jul 24	
10	2-PEG-020	Hot Oven Filtering				21-Jan-19	00		
11	2-PEG-021	Pengoperasian mesin Twist Test				30-Apr-19	00		
12	2-PEG-022	Pengukuran Dimensi menggunakan Portable Laser Micro				4-Feb-20	00		
13	2-PEG-023	Pengecekan Setting Eddy Current Sensor Mesin A-00				17-Jul-20	00		
14	2-PEG-024	Pengontrolan WIP & stock taking				27-May-21	00		
15	2-PEG-025	Pengecekan Torque				23-Jun-21	00		
16	2-PEG-026	Kalkulasi coating dies step				29-Jul-21	00		
17	2-PEG-027	Tata Cara Pengecekan Pada Benda Yang Berputar				29-Oct-21	00		
18	2-PEG-028	Input Online Alarm				25-Jul-22	00		
19	2-PEG-029	Pembuatan DVNZ Vertical & Horizontal coating				24-Aug-22	00		
20	2-PEG-031	Input Efisiensi ke EZ Runner				23-Feb-23	00		
21	2-PEG-032	Input DVNZ to EZ Runner				9-Mar-23	00		
22	2-PEG-033	Kalkulasi costing manual				26-Apr-23	00		
23	2-PEG-034	Pengecekan New Eddy Current sensor mesin A-00				5-May-23	00		
24	2-PEG-035	Input data OEE mesin vertical				13-Feb-24	00		
37									
38									

2. Ada mekanisme/aturan untuk mengecek semua prosedur kerja yang diperlukan sudah distandarisasi.



Vertical Dept Work Instructions

DAFTAR INSTRUKSI KERJA / STANDAR / FORM

VERTICAL SECTION

No. Dokumen

Revisi

Tgl Berlaku

4-QAS-052

00

18 October 2023

Issued Date : 20 November 2023

	Dokumen No.	Judul Dokumen	Tanggal terbit	Revisi	Review Date	Review Date	Remark
1	2-VRT-001	Pengecekan Material Sebelum Star Up	8-Oct-22	00			
2	2-VRT-002	Pengecekan Mesin Sebelum Star Up & Sample	14-Jul-22	00			
3	2-VRT-003	Pengecekan Bentuk Gulungan	10-Aug-23	07			
4	2-VRT-004	Pengecekan Tension Barwire pada PAY OFF	2-Oct-18	00			
5	2-VRT-005	Pengecekan Kondisi Pengapungan Floating Disk	28-Jun-19	01			
6	2-VRT-006	Cara Menentukan & Pengecekan Aliran Varnish	10-Aug-17	01			
7	2-VRT-007	Pengecekan Kondisi Kerja Water Bath	2-Oct-18	00			
8	2-VRT-008	Cara Pemasangan & Pengecekan Coating Oil	7-Oct-19	03			
9	2-VRT-009	Pengecekan Temperature Proses	30-Jan-20	02	10 Sept 23		-
10	2-VRT-010	Barwire Joint pada Hline Machine	18-Aug-21	05	10 Sept 23		-
11	2-VRT-011	Barwire Joint pada Outline Machine	23-Aug-19	05	10 Sept 23		-
12	2-VRT-012	Cara Wire Joint pada Barwire Drum Outline Machine	2-Oct-18	00	17 Oct 23		-
13	2-VRT-013	Pengaturan Barwire Joint Basket Pakai Sensor	2-Oct-18	00	17 Oct 23		-
14	2-VRT-014	Pengukuran Wire Speed	2-Oct-18	00	17 Oct 23		-
15	2-VRT-015	Cara Pengambilan Reel dan Keranjang	2-Oct-18	00	16 Nov 23		-
16	2-VRT-016	Pengecekan pada Produk Akhir	20-Jul-22	03	16 Nov 23	16-4-24	Retraining
17	2-VRT-017	Pemengaman Mesin pada Seal Listrik Melt	2-Oct-18	00	16 Nov 23		Revised
18	2-VRT-018	Sistem Kerja RO & Lubricant	22-Jun-18	01	20 Dec 20		Revised

86	2-VRT-094	Standard Pengontrolan Instruksi Kerja (IK) & Grade	3-Nov-23	00			
87	2-VRT-095	Penggantian Drum Varnish	18-Sep-23	00			
88	2-VRT-096	Cara Penanganan Produk Alarm Laser Micro	17-Apr-24	00	17-Apr-24		Retraining
89	2-VRT-097	Pengontrolan kebersihan sheave	18-Jun-24	00	18-June-24		Training
Note: - Plan Review WI form May 2024 ~ Sep 2026 - Target every month 3 WI							

Total WI = 89 pcs
 Plan Review : May 24 – Sep 26
 Target : 3 / Month

PE Dept Work Instructions

2. Ada mekanisme/aturan untuk mengecek semua prosedur kerja yang diperlukan sudah distandarisasi.

Total WI = 24 pcs
Plan Review : Apr 24 – March 25
Target : 2 / Month

References

Projektname		Vorgang		Status		Termin		Kosten		Risiko		Anmerkungen	
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1.001	Projektname 1	Vorgang 88	Status 88	Termin 88	Kosten 88	Risiko 88	Anmerkungen 88	1.002	Projektname 2	Vorgang 88	Status 88	Termin 88	Kosten 88
1.001	Projektname 1	Vorgang 89	Status 89	Termin 89	Kosten 89	Risiko 89	Anmerkungen 89	1.002	Projektname 2	Vorgang 89	Status 89	Termin 89	Kosten 89
1.001	Projektname 1	Vorgang 90	Status 90	Termin 90	Kosten 90	Risiko 90	Anmerkungen 90	1.002	Projektname 2	Vorgang 90	Status 90	Termin 90	Kosten 90
1.001	Projektname 1	Vorgang 91	Status 91	Termin 91	Kosten 91	Risiko 91	Anmerkungen 91	1.002	Projektname 2	Vorgang 91	Status 91	Termin 91	Kosten 91
1.001													

[illegible]

Vertical Dept Make schedule Review

4. Progres
peninjauan/review
standar berjalan
sesuai rencana tanpa
tertunda. **Bila
terjadi
keterlambatan, ambil
penanganan yang
diperlukan termasuk
sesuaikan jadwal.**

**If Review Not as Plan,
Additional QTY WI
Review on next month**

VERTICAL SECTION POLICY


Theme	POLICY	ACTIVITY PLAN	FY 2024 Target	FY 2023 MONTHLY RESULT						Remark
				APR'24	MAY	JUNE	JULY	AUG	SEPT	
Safety	Zero Accident	Zero Accident Win -I	0	0	0	0	0			😊
		Zero <u>Hiyari</u> section	0	0			0			😊
		Zero safety glass wearing violation	0	0			0			😊
Environment	Zero Accident	Zero Accident Win -I	0	0			0			😊
		Zero <u>Hiyari</u> section	0	0	0	0	0			😊
		Reduce Co2 Emissions	Clear saving energy target (kWh)	5,427	16,830	6,335	31,659	12,112		😊
	Zero Claim and reduce feedback	Zero Claim Win-I	0	0	0	0	0			😊
		Reduce Feedback section	4 cases/Y	0	0	0	1			😞
		Zero Human Error	0	2	0	0	0			😊
Quality		MFA level up (by external auditor)	Level 3	2.3	2.0	2.0	2.0			😞
		Training and Re-training WI to all opr	3 /M	3	3	3	3			😊
		Self section improv. for 200 kaizen	8/M	8	8	8	8			😊
		Activity plan achievement (%)	100%	100	100	100	100			😊
		<u>Strengthen</u> Passline Patrol after S/U	8	8	8	8	8			😊
		<u>Controlled</u> passline (reduce finding)	5 /Y	0	0	0	0			😊
Cost	Reduce Total Loss	Reducing Operation loss ratio (%)	2.95	3.50	2.62	3.66	2.99			😞
		Reducing Wire break (ton/break)	80 ton/Break	85.6	95.6	80.2	72.7			😊
	Reduce S/U Time Loss	Idle time on Start Up m/c	9.5 h	9.4	9.3	9.1	9.5			😊
		Labor Hour control (vs Plan Act.)	45,791	25,002	38,613	36,088	40,631			😊
	Reduce Production Cost	Auxiliary Cost control (vs Plan Act.)	23,295	23,724	16,072	26,833	21,958			😊
		CR Plan (US\$)		2,815	899	4,494	1,719			😊

Blister,
1A/W-S 0.65 (PIDSG)
VSD4310-007-02

PE Dept Work Instructions

4. Progres
peninjauan/review
standar berjalan
sesuai rencana
tanpa tertunda.

**Bila terjadi
keterlambatan,
ambil penanganan
yang diperlukan
termasuk
sesuaikan jadwal.**



PT. SUMITOMO ELECTRIC WINTEC INDONESIA

DAFTAR INSTRUKSI KERJA / STANDAR / FORM

No. Dokumen

Revisi

Tgl Berlaku

4-QAS-052

00

18 October 2023

NO.	Dokumen No.	Judul Dokumen	Tanggal terbit	Revisi	Review Date	Remark
1	2-PEG-001	PE Job Description & Distribution	1-Dec-23	03	30-Apr-24	
2	2-PEG-002	Pembuatan Indication Slip	23-Aug-21	04	30-Apr-24	
3	2-PEG-003	Analisa Blister	24-Feb-17	00	30-May-24	
4	2-PEG-004	Pengoperasian Blister Collecting Machine	29-Mar-17	00	20-May-24	
5	2-PEG-005	Cara Pengujian Viscositas	1-Mar-24	02	21-Jun-24	
6	2-PEG-007	Input cost sheet costing ke EZ runner	24-Aug-24	00	24-Jun-24	
7	2-PEG-008	Pengontrolan Kondisi Varnish (Viscositas & Resin %) Saat Proses Produksi	24-Feb-17	00	16-Jul-24	
8	2-PEG-009	Input data Overall Equipment Effectiveness machine vertical (OEE)	28-Mar-24	00		
9	2-PEG-018	Pengecekan Air Flow	21-Dec-21	00	26 Jul 24	
10	2-PEG-020	Hot Oven Filtering	21-Jan-19	00		
11	2-PEG-021	Pengoperasian mesin Twist Test	30-Apr-19	00		
12	2-PEG-022	Pengukuran Dimensi menggunakan Portable Laser Micro	4-Feb-20	00		
13	2-PEG-023	Pengecekan Setting Eddy Current Sensor Mesin A-00	17-Jul-20			
14	2-PEG-024	Pengontrolan WIP & stock taking	27-May-21			
15	2-PEG-025	Pengecekan Torque	23-Jun-21			
16	2-PEG-026	Kalkulasi coating dies step	29-Jul-21			
17	2-PEG-027	Tata Cara Pengecekan Pada Benda Yang Berputar	29-Jul-21			
18	2-PEG-028	Input Online Alarm	25-Jul-22			
19	2-PEG-029	Pembuatan DVNZ Vertical & Horizontal coating	24-Aug-22			
20	2-PEG-031	Input Effisiensi ke EZ Runner	23-Feb-23			
21	2-PEG-032	Input DVNZ to EZ Runner	9-Mar-23			
22	2-PEG-033	Kalkulasi costing manual	26-Apr-23			
23	2-PEG-034	Pengecekan New Eddy Current sensor mesin A-00	5-May-23			
24	2-PEG-035	Input data OEE mesin vertical	13-Feb-24			
37						
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If Review Not as Plan, Additional Qty WI Review on next month

NOTE :

- Plan Review IK from Apr 2024 - March 2025

- Target every month 2 IK

Page 1

If Review Not
as Plan,
Additional
QTy WI
Review on
next month

18. Standar/prosedur

5. Kegiatan dibuat untuk mendorong operator melaporkan pekerjaan yang sulit dilakukan dan **ketidaksesuaian antara aktual pengoperasian dan prosedur**. Hasil kegiatan tersebut mengarah ke revisi standar.

Saat sedang melakukan Pass line kadang operator tidak bisa fokus dan pengecekan terlewat karena ada beberapa mesin yang harus joint atau angkat produk full winding (Opr Feedback)

Improvement Patrol Summary										3 Point Control Patrol				No. Issues		445P-01							
Date : 06 June 2024										Atendance		1. Subarto		5. Rahim		Status							
Time : 10.30 wib										3. Sani		7. M. Syarif		6. Arie		Closed Date							
Inspector : Mr. Marlin										4. Nuzli		6. Joerman		7. M. Syarif		7. M. Syarif							
Tema : Pengecekan Mesin sebelum Start Up dan Sample (unit 002)										3 POINT CONTROL PATROL													
3 POINT CONTROL PATROL										Filled by Improvement Section													
No.	Findings	Finding Picture	Finding Type	Area	PC	Risk Level	Countermeasure	Picture after improved	Due date	Finish date	Recheck date	Status											
1	Prosedur (taring) apakah pemeliharaan proses start up sebelum start?		Level 1	CV	Mr. Rahim	-	Akan dibuatkan prosedur	No Picture	20-Jun-24	19-Jun-24	19-Jun-24	C											
2	Apakah ada masalah yang dilakukan sebelum proses start up dan start?		Level 1	CV	Mr. Rahim	-	Checklist check dilakukan oleh Leader sebelum sample di kirim ke QC	No Picture	20-Jun-24	19-Jun-24	19-Jun-24	C											
3	Apakah ada masalah yang dilakukan sebelum proses start up dan start?		Level 1	CV	Mr. Rahim	-	Visualized (Bar and line) (black area)	No Picture	20-Jun-24	19-Jun-24	19-Jun-24	C											
4	Terdapat ulas yang tidak menutup		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
5	Prosedur Start Up		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
6	Prosedur Start Up sebelum proses		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
7	Indikator (Prosedur start up) apakah ada masalah?		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
8	Apakah ada masalah yang dilakukan sebelum proses start up dan start?		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
9	Apakah ada masalah yang dilakukan sebelum proses start up dan start?		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
10	Apakah ada masalah yang dilakukan sebelum proses start up dan start?		Level 1	CV	Mr. Rahim	-	MTR 27 Juni 2024		20-Jun-24	19-Jun-24	19-Jun-24	C											
Total										Info ke Leader atau rekan kerja untuk membantu joint / mengangkat produk full winding.													
CLOSED										Info ke Leader atau rekan kerja untuk membantu joint / mengangkat produk full winding.													
OPEN										Info ke Leader atau rekan kerja untuk membantu joint / mengangkat produk full winding.													
Finish Ratio (%)										Info ke Leader atau rekan kerja untuk membantu joint / mengangkat produk full winding.													
100%										Info ke Leader atau rekan kerja untuk membantu joint / mengangkat produk full winding.													