

# 1. Partisipasi aktif dari TOP Manajemen & kegiatan 1-2-3

1. Manajer melakukan patroli minimal **2x/hari, menemukan/ diskusi 3 kasus** atau lebih. Isi patroli dibuat TO DO LIST dengan PIC dan batas waktu untuk penanganan terhadap temuan.

## Schedule 1-2-3 Patrol (AM & PM each day)

Day	Date	Daily Speech		Bell Patrol		123 Patrol	
		AM Time	Act Date	PM Time	Act Date	AM Time	PM Time
Mon	1-Jul-24	Supriyanto (Pur)	✓	Ade (Pi)	✓	Rakamurta	4/3
Tue	2-Jul-24	Jamal (Driver)	✓	Yoris (Pg Whs)	✓	Roy B.T	3/3
Wed	3-Jul-24	Melnurdi (Sales)	✓	Adipal (Gls)	✓	Adipal	2/3
Thu	4-Jul-24	Rahmat (Mtp)	✓	Gunadi (Gls)	✓	Anwar	2/3
Fri	5-Jul-24	Kasan (Ch)	✓	Rahim (Cv)	✓	Santoso	2/3
Sat	6-Jul-24						
Sun	7-Jul-24						
Mon	8-Jul-24	Hanekel (Min)	✓	Hareto (Packing)	✓	M. Syarif (Mch)	10/3
Tue	9-Jul-24	Indra (Mch)	✓	Juhana (Rin Whs)	✓	Syarif H.	10/3
Wed	10-Jul-24	Yoris (Pg Whs)	✓	M. Syarif (Cv)	✓	Fais	10/3
Thu	11-Jul-24	Sutirno (prov)	✓	Danallo (Ch)	✓	Sutirno	10/3
Fri	12-Jul-24	Novel (Pack)	✓	Andi Suhendi (Gls)	✓	Muhaaron	10/3
Sat	13-Jul-24						
Sun	14-Jul-24						
Mon	15-Jul-24	Gatol (Gls)	✓	Drawing	✓	Mely R.	10/3
Tue	16-Jul-24	Haryadi (Rin Whs)	✓	Maintenance	✓	Rhanadi	10/3
Wed	17-Jul-24	Januar (Dow)	✓	Rin Whs	✓	Erwin	10/3
Thu	18-Jul-24	Sunardi (Gls)	✓	Dias	✓	Ripa	10/3
Fri	19-Jul-24	Angas (Cv)	✓	Acc	✓	Nasir	10/3
Sat	20-Jul-24						
Sun	21-Jul-24						
Mon	22-Jul-24	Aun (Sales)	✓	Asep Hapsi (Gls)	✓	Berca	24/3
Tue	23-Jul-24	Joko (Ch)	✓	Vertical	✓	Sislin	24/3
Wed	24-Jul-24	Melvy (Shipp)	✓	Machinery	✓	Ashlan	24/3
Thu	25-Jul-24	Gunadi (Gls)	✓	Horizontal	✓	Anie	24/3
Fri	26-Jul-24	Purwadi (Rin Whs)	✓	Packing	✓	Erick AG	24/3
Sat	27-Jul-24						
Sun	28-Jul-24						
Mon	29-Jul-24	Imam Anwar (Driver)	✓	Drawing	✓	Aurfin	24/3
Tue	30-Jul-24	Suprianti (Dias)	✓	Maintenance	✓	Atang	24/3
Wed	31-Jul-24	Novel (Security)	✓	Park	✓	Rusehl	24/3

Member Patrol Staff ==> Manager

## 1-2-3 Patrol Report at Safety Production Meeting & discussion (PIC Area Finding will inform improvement finding)

Improvement Patrol Summary

Date : 14-08-2024

Time : 03:00 PM

Patrol by: Koko Indrakusuma

No Dokumen 4-IMP-001

Revisi

Tanggal Terbit 29-Ago-20

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► 123 PATROL

							Filled by Improvement Section				
No	Findings	Finding Picture	Finding Type	Area	PIC	Risk Level	Picture after Improved	Due date	Finish date	Recheck date	Status
1	One lighting is off and exhaust fan was noisy		S	Kamboja room	Gadis	3					O P E N
2	There are 2 power cable extensions, is this safe?		S	Kamboja room	Gadis	2					O P E N
3	Guest helmet straps are broken and still stored in the guest helmet rack.		S	Office 1st floor	Gadis	2					O P E N
4	There are metal rods from the project still attached to the ground		S	MTN Toilet	Atang	4					O P E N
Total		4									
CLOSED		0									
OPEN		4									
Finish Ratio (%)		0%									

\* Finding Type :

I = Initial

R = Recurrent Risk Level 4 = Proses operasi yang sangat bahaya

S = Similar Risk Level 3 = Meskipun kita sudah mengikuti aturan terkadang kecelakaan masih bisa terjadi.

Risk Level 2 = Hanya jika kita tidak mengikuti aturan saja kita bisa celaka.

Risk Level 1 = Meskipun kita tidak hati-hati atau tidak perhatian kecelakaan mungkin tidak terjadi.

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## Summary 1-2-3 Patrol

Improvement Patrol Summary										1 July 2024			
1-2-3 Patrol										1-2-3 Patrol			
1-2-3 Patrol										1-2-3 Patrol			
No.	Date	Findings	Finding Picture	Finding Type	Area	PIC	Risk Level	Countermeasures	Picture after Improvement	Due date	Finish date	Recheck date	Status
1	01-Jul-24	Plastic cover not secured		Housekeeping	Room 101	PTG	Low	Secure cover properly		Jul-24	17-Jul-24	17-Jul-24	Active
2	01-Jul-24	Many parts not set clean up		Housekeeping	Room 101	PTG	Low	Set up 100 activity for house parts clean up		Jul-24	16-Jul-24	16-Jul-24	Active
3	01-Jul-24	Too many cables in the corridor		Housekeeping	Room 101	PTG	Low	Remove unnecessary cables		Jul-24	06-Jul-24	06-Jul-24	Active
4	01-Jul-24	Water leaking from the ceiling		Facilities	Room 101	PTG	High	Repair the ceiling		Aug-24			Open
5	01-Jul-24	Water leaking from the ceiling		Facilities	Room 101	PTG	High	Repair the ceiling		Aug-24			Open
6	01-Jul-24	Broken and not electrical safety for the electrical safety alarm		Facilities	Room 101	PTG	High	Replace the alarm		Jul-24	20-Jul-24	20-Jul-24	Active
7	01-Jul-24	Many cables not secured		Housekeeping	Room 101	PTG	Low	Secure cables properly		Aug-24			Open
8	01-Jul-24	Too many cables in the corridor		Housekeeping	Room 101	PTG	Low	Remove unnecessary cables		Aug-24	05-Aug-24	05-Aug-24	Active

### Improvement Patrol Summary

Date : Agustus 2024  
Time :  
Patrol by :

#### ► 123 PATROL

No Dokumen	4-IMP-001
Revisi	1
Tanggal Terbit	29-Apr-20
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Filled by improvement Section

No.	Date	Findings	Finding Picture	Finding Type	Area	PIC	Risk Level	Countermeasures	Picture after Improved	Due date	Finish date	Recheck date	Status
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2. Berbagai macam temuan seperti **safety/kualitas/pr oduktivitas/5S** dan lainnya dilaporkan dengan komunikasi dan lainnya. Tidak hanya menunjuk temuan, tetapi juga mengarahkan dan mengapresiasi hal yang bagus.

Improvement Patrol Summary

Date

: 02 May 2024

Time

: AM

Patrol by

: Sariman

No Defects

458-05

Area

1

Target/Total

20 Apr 20

Defects

1-1

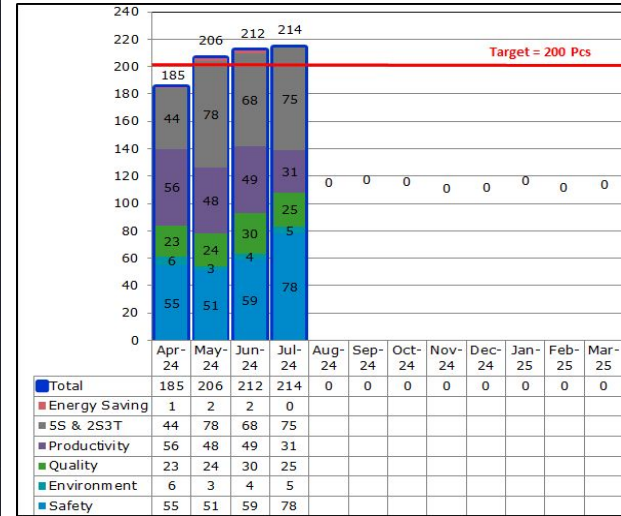
131 PATROL

Filed by Improvement Section

No	Date	Finding	Finding Picture	Finding Type	Area	PIC	Risk Level	Countermeasure	Picture after Improved	Due date	Finish date	Recheck date	Status
1	02-May-24	Counter take up winding CH 01 tidak ada covernya ( counter winding yang lain dicover)											O P E N
		Good Point Other counter winding have cover			H2B		HRZ						
2	02-May-24	Board umidasi and IK belum ada indikasi dan PIC			Scrap area		RM	WMS					O P E N
3	02-May-24	Tempat pengikat karet belum ada indikasinya			BNV Supply		VRT						O P E N
Total		3											
CLOSED		0											
OPEN		3											
Finish Rate (%)		0%											
				* Finding Type		** Risk Level							
				1 = Initial		Risk Level 4 = Proses operasi yang sangat berbahaya							
				R = Recurrence		Risk Level 3 = Metode kerja sudah mengubah secara fundamental menjadi lebih baik							
				S = Similar		Risk Level 2 = Metode kerja tidak mengubah secara signifikan							
				Risk Level 1 = Metode kerja tidak baik tapi tidak menimbulkan masalah yang signifikan									

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## 200 Kaizen based on Category



All Finding will Categorize above

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3. **Patroli dari TOP manajemen minimal 2x/minggu** (dihitung dari hari kerja = 2/5). Hasil patroli (temuan/saran/komentar) dibuat daftar terpisah dan siapa pun bisa mengetahuinya. Pesan dari TOP manajemen bisa dicek kapan pun.

**This list will put on 2nd floor near helm storage (everybody can see)**



PT. SUMITOMO ELECTRIC WINTEC INDONESIA		No. Dokumen	4-IMP-001	
TOP MANAGEMENT PATROL FORM		Revisi	00	
		Tgl Berlaku	23-Dec-21	
Bulan : Aug 2024				
Date	Time	Area of Patrol	Finding Result	Name
01	08:05	PACUNG LINE 1&3	INFORM TO PIC WITEL POTO @ SPM	SK
05	08:05	VIO	ANY WATER LEAKING FROM 2ND DECK TO FLOOR (BLW AREA) INFROM AT SPM TO PIC	SK
07	08:05	A100 AREA	REPAIR FLOOR NEED TO CONTINUE. INFROM TO PIC @ SPM	SK
08	08:05	HORIZONTAL	SOME GOOD POINT, SHARE AT SPM	SK
12	08			
13	08			
15	08			
18/9	08			
21	08			
22	08			
26	08			
29	08			

From: Bonar Sinaga-GM (WIN-I)

To: Syarif H-AM (MFG), Muhammad Rushdi, 'Arie' <arie@sei-wintec.com>, Atang Suwama-AM (WIN-I), Y 'Erwin', Imam Haryono-M (WIN-I), Ida Meity-AM (WIN-I), Roy Tenlima, Herlina Marpaung, Jefri

Cc: Yemashita Toshiyuki-PD (WIN-I), mr.uchita, Nakamura Setoshi, Jasirman, Mr.Hirano

Subject: **Weekly Patrol Findings, 4&11/09/24**

Date: Wed, 11 Sep 2024 17:18:57 +0700

Message ID: <4a993080-1378-4d55-aca6-fccc93bba915@sei-wintec.com>

Dear all,

My findings for this week

PIC for this week, Mr./Mrs. : **MSH, ATANG, YUDHI, KOKO & RUSHDI**

Please find it at folder **O:\Safety & Production Meeting\01. 123 Patrol\GM PATROL**

Mr. Jasirman, please monitor it

**Findings item will be email to each Manager / Supervisor and will inform and improve it by each section**



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## PD Patrol Summary

Improvement Patrol Summary											
No. 1-2-3 PATROL											
No.	Date	Photo/Video	Problem Picture	Problem Type	Area	Findings	Countermeasure	Picture after Improvement	Area Date	Problem Date	Resolution Date
1	20-Aug-24		No safety fence	Parking	SAFETY	Findings	Change standard of parking space		Aug-24		
2	20-Aug-24		Pressure gauge was error	Pressure	SAFETY	Findings	Check the gauge		Aug-24	20-Aug-24	20-Aug-24
3	20-Aug-24		Structure organization of GDA not up-date	Quality		Findings	Update the GDA		Aug-24	23-Aug-24	23-Aug-24
4	20-Aug-24		GDA not up-date	Quality		Findings			Aug-24		
5	20-Aug-24		GDA not date	Quality		Findings			Aug-24		
6	20-Aug-24		Mobex not up-date	Quality		Findings	To update mobex picture		Aug-24	21-Aug-24	20-Aug-24
7	20-Aug-24		General information not up-date	Quality		Findings			Aug-24		
8	20-Aug-24		Horizontal Performance not up-date	Quality		Findings	Update the performance		Aug-24	22-Aug-24	20-Aug-24
9	20-Aug-24		STOPIST Sign	Safety		Findings	To reposition indication		Aug-24	21-Aug-24	23-Aug-24
10	21-Aug-24		Barcode image status						Aug-24		
11	21-Aug-24		Pressure gauge was error	Pressure	SAFETY	Findings			Aug-24		
12	21-Aug-24		Pressure gauge was error	Pressure	SAFETY	Findings			Aug-24		
13	21-Aug-24		File open (Change basket)	SAFETY		Findings			Aug-24		
14	21-Aug-24		GDA (Old revision)	Quality		Findings			Aug-24		
15	21-Aug-24		MSD Machine Stop (Indication battery)	MSD		Findings			Aug-24		
16	21-Aug-24		Horizontal section not up-date	Quality		Findings			Aug-24		
Total Findings: 16 Closed: 16 Open: 0 Pending Rate (%): 0%											

## GM Patrol Summary

List of Patrol Findings											
Patrol Name : GM Patrol											
No.	Date (dd/mm/yy)	Area	Description of Findings	Pictures	Countermeasure	PC (No/Yes)	Due Date (dd/mm/yy)	Document at SPN (Yes/No)	OK/Overdue	Picture after improved	Final Date (dd/mm/yy)
03	04-Jul-24	Horizontal	Vertical character logo not up-date		Prepare special area	YES/YES	10/07/2024	Y			04/07/2024
04	04-Jul-24	Vertical	Line already not clear/dragged		Re paint the line	YES/YES	10/07/2024	Y			
05	04-Jul-24	Horizontal	Line not T		To provide indication "NOT USE"	YES	10/07/2024	Y			04-Jul-24
06	04-Jul-24	Vertical	Follow line need to repair		Paint and floor already cleaned	YES	10/07/2024	Y			11-Jul-24
07	04-Jul-24	Vertical	2023 OK ?		To indicate	YES	10/07/2024	Y			11-Jul-24
08	12-Jul-24	FLOOR	Compressor have production check ?		Need to check (SPN dedicated to Safety effect)	NO	20/07/2024	Y			
09	12-Jul-24	FLOOR	2023 OK ?		Need to check (SPN dedicated to Safety effect)	NO	20/07/2024	Y			
10	12-Jul-24	FLOOR	SPN status		Need to re-eval	NO	20/07/2024	Y			04-Jul-24
11	12-Jul-24	Vertical	Not proper		Need publication from SPN	YES	20/07/2024	Y			23-Aug-24
12	12-Jul-24	MSD	Many stop mark on the engine stopper		Keep it to proper area	NO/NO	01/08/2024	Y			
13	16-Jul-24	LCDER	Stack program, digger on the floor		Relocating, Relocating & Relocating	NO/NO	01/08/2024	Y			
14	16-Jul-24	LCDER	No mark, digger on the floor		Need place provide	NO/NO	01/08/2024	Y			
15	16-Jul-24	MSD	No STOP mark		Photo media it	YES/NO	01/08/2024	Y			

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## Top Management Patrol Summary

