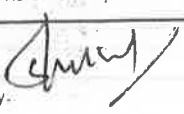
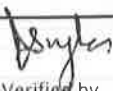


Rule	Objective & Targets of 5'S & Safety improvements	ISD-MS-006	Date :- 23,01,2019
		Issue-01	Rev.002
Objective 1. Increase work efficiency by improving 5's condition through involvement of all employees. 2. To provide healthy & safe environment by inculcate the habbit of cleanliness and ownership among all employees. 3. Accident free plant by developing the understanding of safety & 5's. 4. Conservating the natural resources by proper utilization.			
Scope To cover all the employees within the premises of the MAP-ID.			
Plan or Target Setting		Responsibility	Frequency
1. Mid term & business plan of 5's to be prepared & should be approved by 5's committee in charge.		Project Leader	Start of Year
2. Logical Monthwise plan of 5s improvement for each section and it should be linked with Business plan and Mid term plan of Plant.		Zone leader	Start of Year
Activity or guideline		Responsibility	Frequency
1. Every working day Section head will review the 5's & safety condition of their respective area & instruct the team for abnormalities from 9:00~9:15 am.		Section Head	Daily
2. All employee will do the 5's activity in their respective area for 5 minute before leaving the work place.		All employee	Every shift
3. Every Tuesday all office employee of the company should do the cleaning activity inside and outside the MAP-ID permises for 10 minutes.(2:50--3:00 pm)		All office employee	Weekly
4. HR department will conduct and co-ordinate the training programs related to 5S & 5S training is imparted to all the new joinees during their induction.		HR Deptt.	As per requirement
5. Each section will capture the near miss incident & immediately take the action.		Section Head	As per requirement
6. Each Near miss incident should be communicate to all concern person through One Point Lesson.		Section Head	As per requirement
7. Safety related issue should be taken on first priority.		Section Head	As per requirement
8. Section head will ensure that all the waste & scrap of their concern area should be disposed according to defined standard or procedure.		Section Head	Daily
9. Section head will ensure the proper understanding of shopfloor rule & effectiveness of the classroom training to new employee.		Section Head	As per requirement
10. HR will ensure the proper implementation of waste disposal to avoid the unhealthy & unsafe condition.		HR Deptt.	Daily
11. Section head will ensure that all the employee of concern section are following the Discipline of uniform, unsafe act, PPE's, Measuring instruments.		Section Head	Daily
Evaluation or Measure		Responsibility	Frequency
1. Analyse the last year evaluation through Radar chart and make the kaizen plan (once in a year).		Section Head	Annual
2. Evaluation of 5S in each section through standard 5S check sheet will be cross verified along with Zone leader (Approved by Zone leader).		Zone leader	Week-1 of every month
3. Updated the monthly 5S progress in Radar chart.		Section Head	Week-1 of every month
4. After Implement the countermeasure, confirm to Zone leader with before & after standard format.		Section Head	Week-3 of Every month
5. Zone leader will verify the CM & will make a monthly progress report of zone.		Zone leader	Week-4 of every month
6. Monthly progress report of zone will be reviewed by 5S committee in monthly review.		5S committee	Week-4 of every month
Standardization		Responsibility	Frequency
1. Each kaizen or improvement should be shared in before & after sheet to find the possibilities of Horizontal deployment and standard revision.		Section Head	Monthly
2. Any kaizen which may Horizontally deployed in other section also should be reviwed by 5S committee in Monthly review.		5S committee	Week-4 of every month
3. Before revision of any standard It should be communicate to concern person.		Section Head	Monthly
Prepared By:  Verified by:  Approved by: 