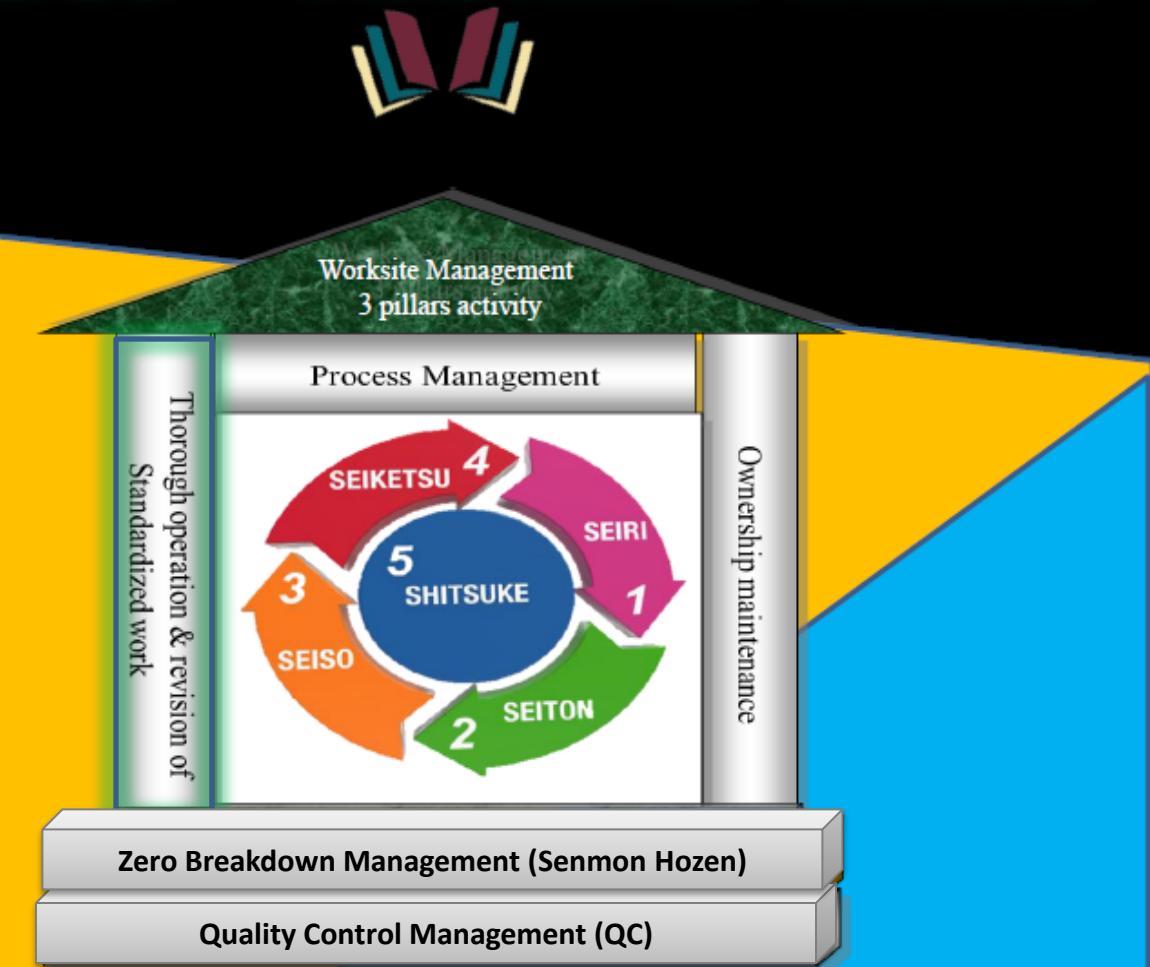


GUIDANCE “SW” MANUAL BOOK



HOW TO GOOD ASSESSMENT ?

GL Control Board Management

SW

Jap
Eng.
Ind.
Standard

Content Evidence

SILVER

GOLD

サブKPIからメインKPIに成果が繋がっている

サブKPIからメインKPIに成果が繋がっている

① Results are connected from sub-KPI to main KPI.

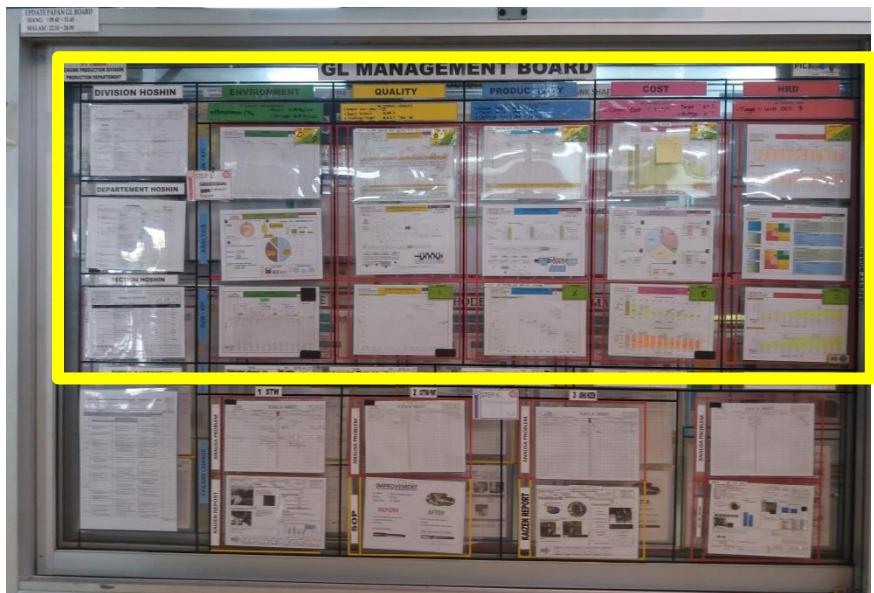
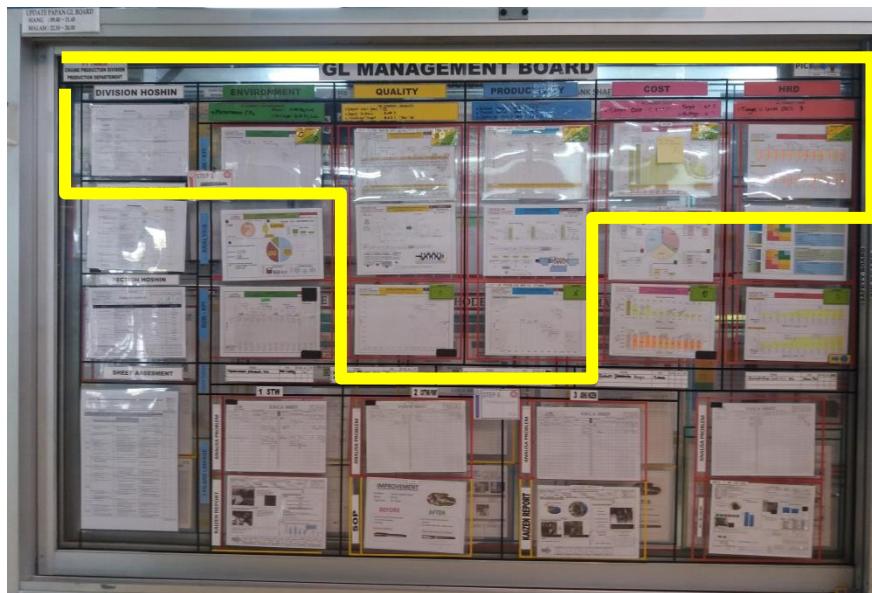
① Results are connected from sub-KPI to main KPI.

① Hasil dari sub KPI ke main KPI terhubung.

① Hasil dari sub KPI ke main KPI terhubung.

① Saat menjelaskan GL Management Board cukup di jelaskan ke 1 Pillars yang Link ke SW. (SW Link → Productivity / Quality)

① Saat menjelaskan GL Management Board semua Pillars harus di jelaskan, dan semua pillars ada Focus Tema masing2.



Untuk memahami dengan benar pengelolaan GL kontrol board, dan untuk melakukan aktivitas yang membawa hasil Dalam Rangka Check Hasil activity

GL Control Board Management (Standart)

SW

Action Plan -Update setiap tahun (FY Apr-Mar) dan resmi di ttd

Global target terpenuhi selama 3 bulan

Action Plan

- ① Division Hoshin
TTD s/d Director.

- ② Dept. Hoshin
TTD s/d DH

- ③ Section Hoshin.
Ttd s/d Dph.

④ Target Section

isi target harus sesuai dengan Section Hoshin

- ⑤ Control Main KPI di ambil berdasarkan target Section
(bila sudah mencapai target, maka buat challenge target)

- ⑥ Dari Pencapaian Main KPI GAP dari target di analisa untuk mencari breakdown problem sampai ketemu akar masalah.

- ⑧ Control Hasil aktifitas dari data problem yang di ambil dari Focus tema Breakdown Analysis

- ⑦ Dari hasil Analysa mendapatkan Focus Thema Link ke Pillars (SW/OM/PPM)

⑨ PDCA Sheet

Setelah menemukan Akar masalah dari Analysis di lakukan rencana penanggulangan di PDCA Sheet

⑩ Follow up hasil penanggulangan selama 3 Bulan (Daily)

MAIN KPI

ANALYSIS

SUB KPI

PROCESS ACTIVITY

GL Control Board LINK KE SW

SW

Action Plan -Update setiap tahun (FY Apr-Mar) dan resmi di ttd
Global target terpenuhi selama 3 bulan

① DIVISION HOSHIN
② DEPT. HOSHIN
③ SECT. HOSHIN



④ Target Section (Isi target harus sesuai dengan Section Hoshin)

SAFETY

ENV.

QUALITY

PROD

COST

HRD

GL Target –Prod

Target OEE Global : 90%

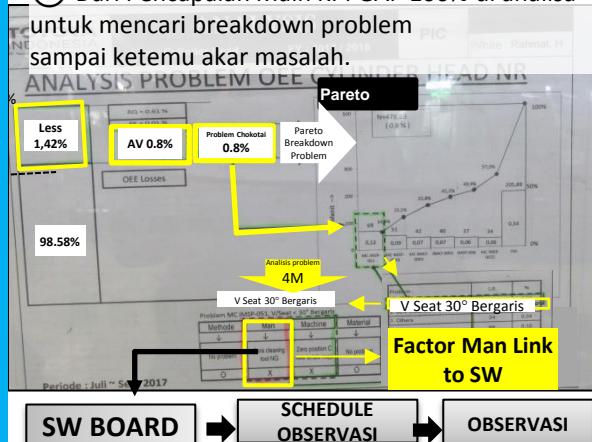
TMMIN : 95%

Challenge : 98%

⑤ Control Main KPI di ambil berdasarkan target Section (bila sudah mencapai target, maka buat

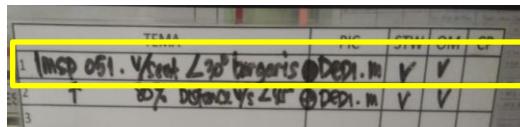


⑥ Dari Pencapaian Main KPI GAP 100% di analisa untuk mencari breakdown problem sampai ketemu akar masalah.



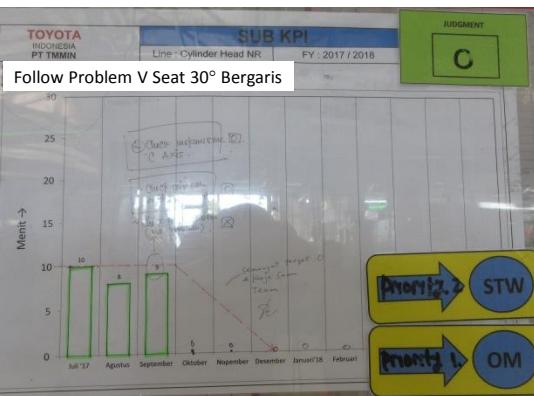
FOCUS TEMA

⑦ Dari hasil Analisa menentukan Focus Thema Link ke Pillars (SW/OM/PPM)



SUB KPI

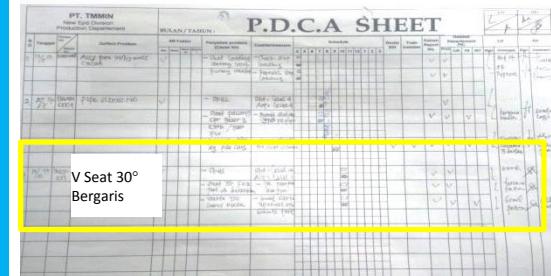
⑧ Control Hasil aktifitas dari data problem yang di ambil dari Focus thema Breakdown Analysis



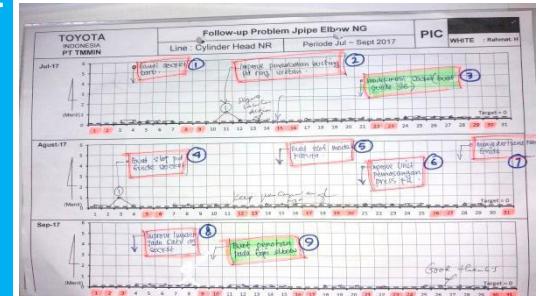
PROCESS KPI

⑨ PDCA Sheet

Setelah menemukan Akar masalah dari Analysis di lakukan rencana penanggulangan di PDCA Sheet



⑩ Follow up hasil penanggulangan selama 3 Bulan (Daily)



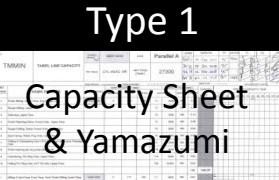
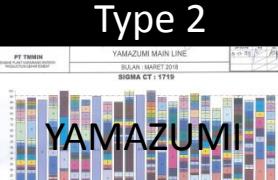
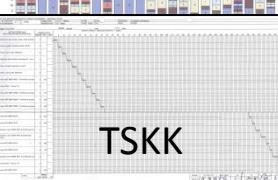
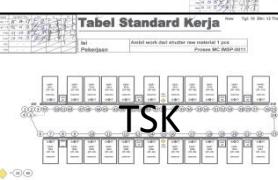
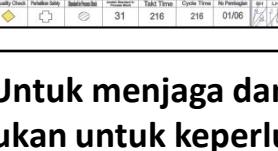
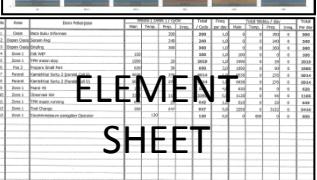
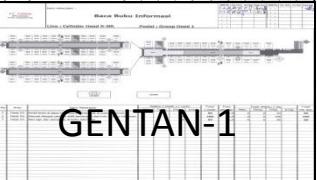
MAIN KPI

ANALYSIS



**Thorough
standardized work**

1) Membuat 3 Slip

| | SILVER | GOLD | | | |
|------------------|---|--|--|---|---|
| Jap. | ①作業のタイプに合わせた、標準3票がある 表がある タイプIIIの、原単位と山積み表がある | ①作業のタイプに合わせた、標準3票がある 表がある タイプIIIの、原単位と山積み表がある | | | |
| Eng. | ① Have standard 3 charts for each work type. Have Gentan-i and Yamazumi charts of type III. | ① Have standard 3 charts for each work type. Have Gentan-i and Yamazumi charts of type III. | | | |
| Ind. | ① Mempunyai standart 3 Chart untuk masing-masing tipe pekerjaan | ① Mempunya standart 3 Chart untuk Tiap-tiap tipe pekerjaan | | | |
| Des. | ①-1 3 Slip di Susun berdasarkan Process dan pekerjaan | ①-1 3 Slip di Susun berdasarkan Process dan pekerjaan | | | |
| Standard | - TYPE 1 → Capacity Sheet & Yamazumi, TSKK, TSK - TYPE 2 → TSKK, TSK, YAMAZUMI - TYPE 3 → Gentan-I , Element Sheet, Yamazumi | - Di sediakan penempatan untuk 3 slip dari masing-masing POS | | | |
| Content Evidence | <p>Type 1</p>  <p>Capacity Sheet & Yamazumi</p> <p>TSKK</p>  <p>Tabel Standard Kerja</p>  <p>TSK</p>  | <p>Type 2</p>  <p>YAMAZUMI</p> <p>TSKK</p>  <p>Tabel Standard Kerja</p>  <p>TSK</p>  | <p>Type 3</p>  <p>YAMAZUMI</p> <p>ELEMENT SHEET</p>  <p>GENTAN-1</p>  | <p>di Susun berdasarkan Process dan pekerjaan</p> | <p>RACK 3 SLIP</p>  |
| | <p>Untuk menjaga dan supaya bisa di dapat dengan segera saat di butuhkan. (3Slip di perlukan untuk keperluan observasi Gerakan kerja Operator, Instruksi training, Kaizen, etc.)</p> | | | | |

1) Membuat 3 Slip

Jap

Eng.

Ind.

Des.

Standard

SILVER

①作業のタイプに合わせた、標準3票がある タイプⅢの、原単位と山積み表がある

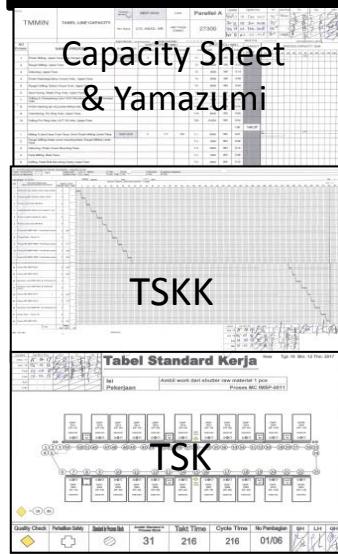
① Have standard 3 charts for each work type.
Have Gentan-i and Yamazumi charts of type III.

① Mempunyai standart 3 Chart untuk masing-masing tipe pekerjaan

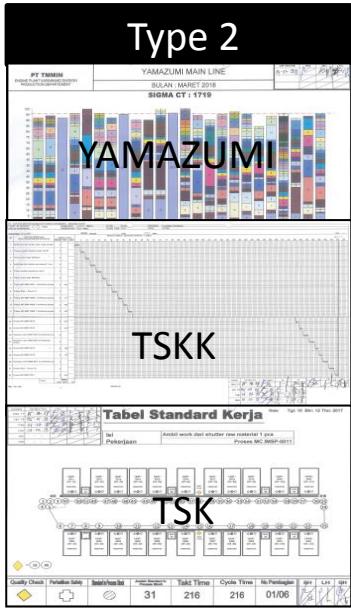
①-2 Mempunyai Gentan-I dan Yamazumi chart untuk masing2 Pekerjaan.

- TYPE 1 → Capacity Sheet & Yamazumi, TSKK, TSK
- TYPE 2 → TSKK, TSK, YAMAZUMI
- TYPE 3 → Gentan-I , Element Sheet, Yamazumi

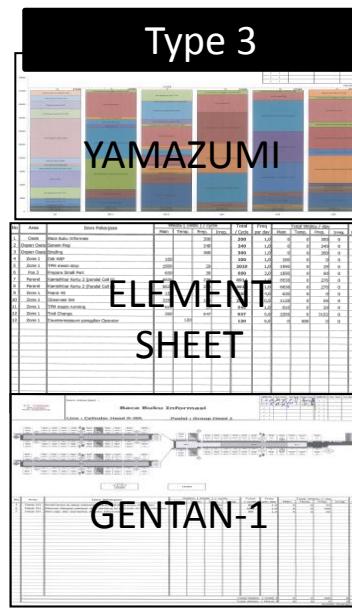
Type 1



Type 2



Type 3



GOLD

①作業のタイプに合わせた、標準3票がある タイプⅢの、原単位と山積み表がある

① Have standard 3 charts for each work type. Have Gentan-i and Yamazumi charts of type III.

① Mempunyai standart 3 Chart untuk Tiap-tiap tipe pekerjaan

①-2 Mempunyai Gentan-I dan Yamazumi chart masing-masing Pekerjaan.

- Konfirmasi Total waktu Jumlah Element (Type 1, Type II, Type III) semua harus link

- Konfirmasi Total waktu Jumlah Element (Type 1, Type II, Type III) semua harus link

See attachment

- Untuk memahami jam kerja “Man Hour” pekerjaan Tipe 3 operator dan gunakan informasi ini sebagai alat/tool untuk membuat kaizen.
- Untuk Mengetahui beban Gerja masing-masing Operator.

①-2 Attachment GOLD (Type 1)

SW

Standard : Konfirmasi Total waktu Jumlah Element (Type 1) semua harus link

TSK

Tabel Standard Kerja

New Tgl: 16 Bln: 12 Thn: 2017

Isi Pekerjaan Putar Roll Over 45° Tulis nomor work manual

Legend: 1~9, 11~56, 58

| Quality Check | Perhatikan Safety | Standart In Process Stock | Jumlah Standart In Process Stock | Takt Time | Cycle Time | No Pembagian | SH | LH | GH |
|---------------|-------------------|---------------------------|----------------------------------|-----------|------------|--------------|----|----|----|
| ◆ | + | ● | 1 | 95 | 06/06 | | | | |

YAMAZUMI

62 PROSES

POS 6A

CT 100

TSKK

4. Check lubang dan Tap ex-manifold 2"

62 PROSES

100

SOP

SOP NO 4

STANDARD OPERATION PROCEDURE (SOP)

PROCESS: Check Lubang & Tap Ex Manifold

DEPT.: PRODUksi
LINE: Head Cylinder
TYPE / POS: 6
DEPT. HEAD: SECT. HEAD: LINE HEAD

1.2 Check Lubang dan Tap Ex Manifold Face

1.1 START

Key Point

1.1 Visual check Exhaust Face
1.2 Tidak Suama,Kizu,Bibir,Tap tidak Cacat (sesuai QCS)

Dampak Bila Tidak Dilakukan

1.1 Pengecekan akan terlewat
1.2 Lolos ke Next proses

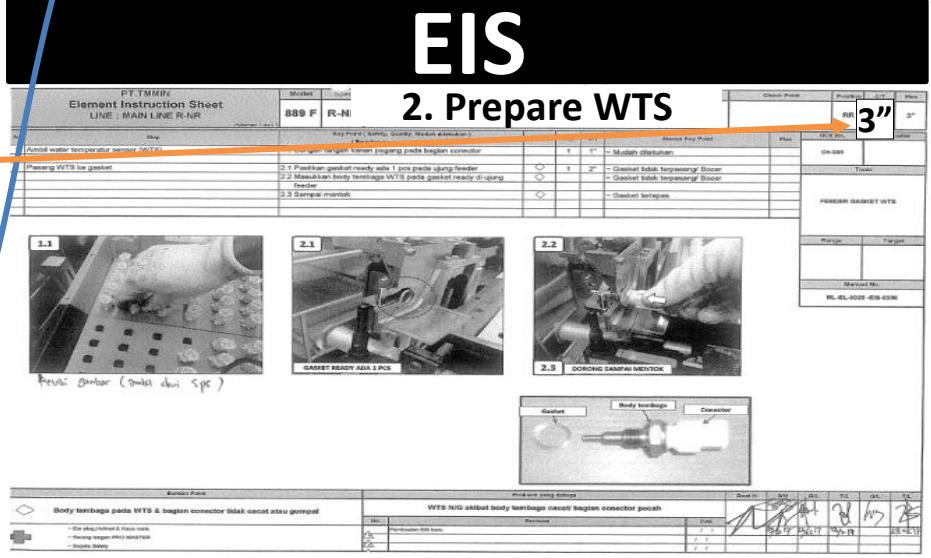
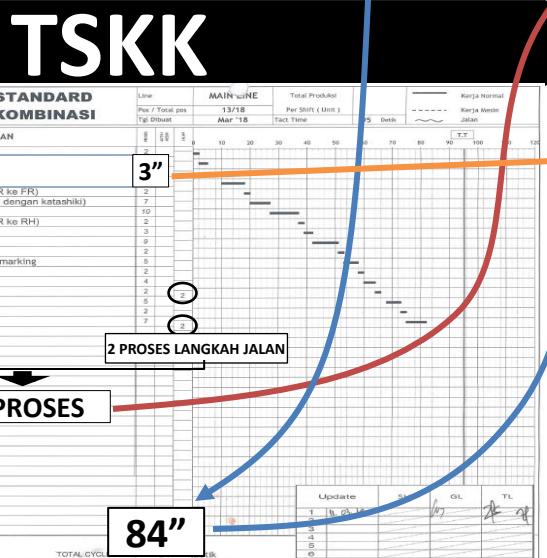
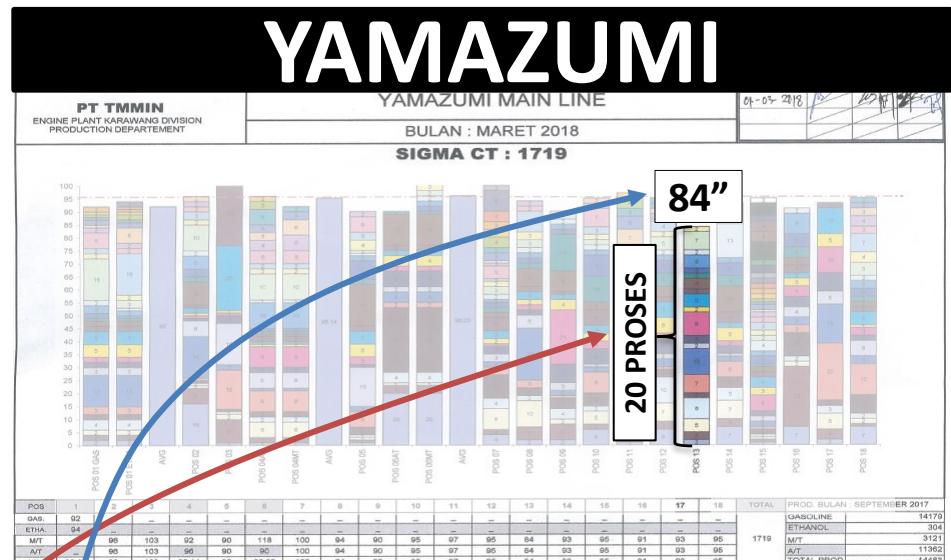
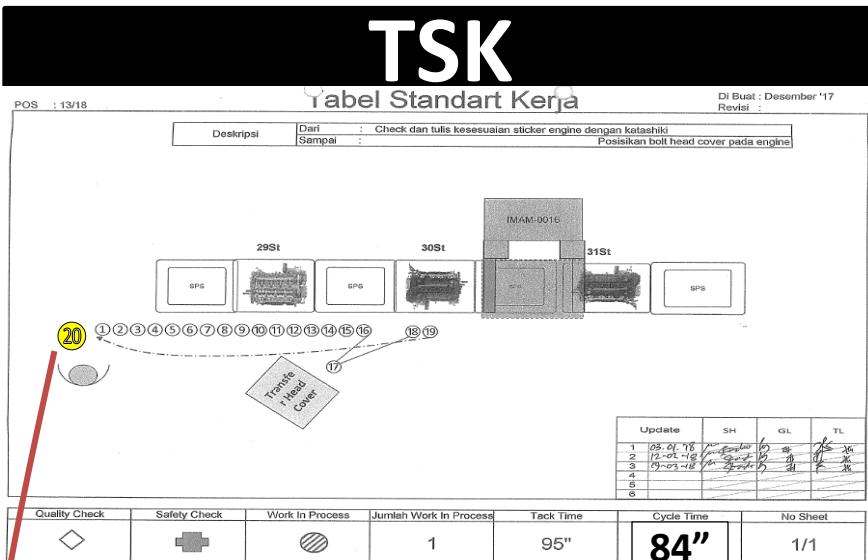
| | | | | | |
|----------|------------|-------|-------|-----------------|----------------|
| KEGIATAN | KITERASIAN | WAKTU | DOSEN | DOKUMEN TERIKAT | STATUS DOKUMEN |
|----------|------------|-------|-------|-----------------|----------------|

2"

①-2 Attachment GOLD (Type 2)

SW

Standard : Konfirmasi Total waktu Jumlah Element (Type II) semua harus link

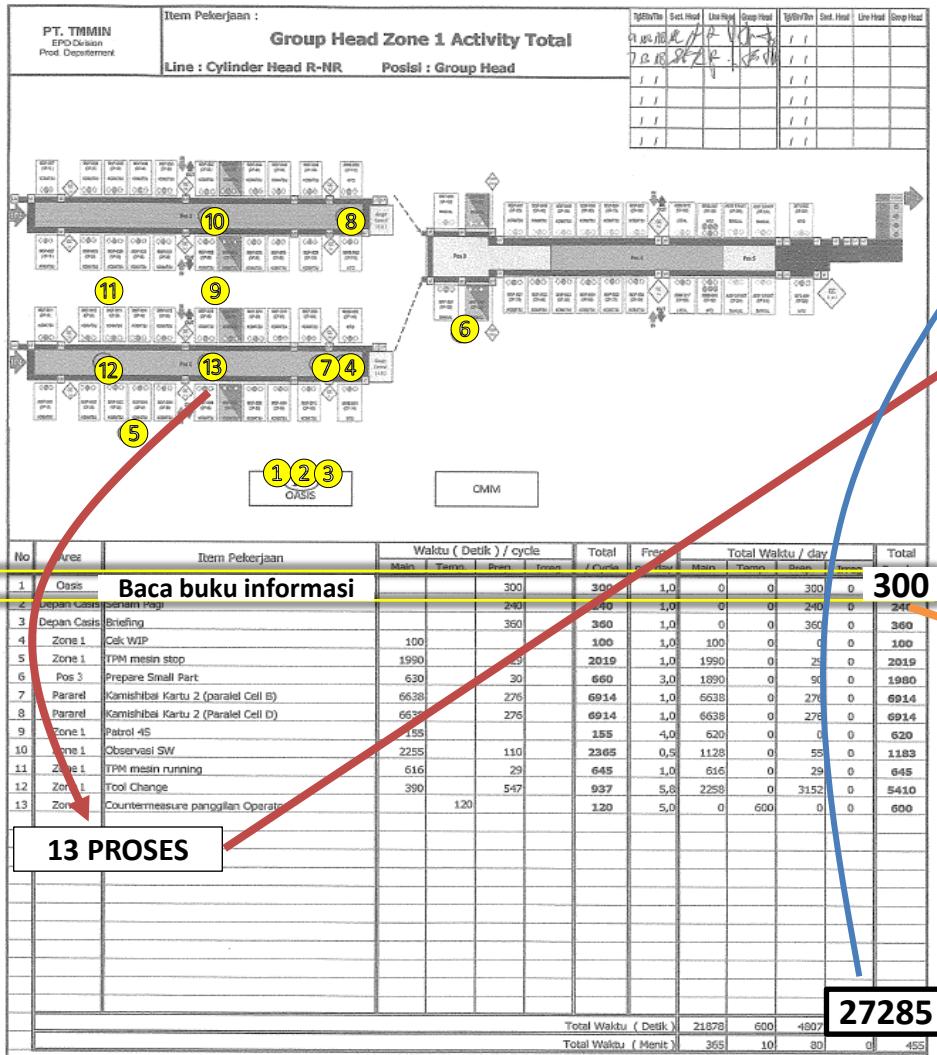


①-2 Attachment GOLD (Type 3)

SW

Standard : Konfirmasi Total waktu Jumlah Element (Type III) semua harus link

GENTAN-I



YAMAZUMI



ELEMENT SHEET

1

Baca buku informasi

| No | Area | Item Pekerjaan | Waktu (Detik) / cycle | Total | Freq | Total Waktu / day | Total |
|----|----------|--|-------------------------|---------|-------------------------|-------------------|-------------------------|
| | | | Main Temp. Prep. Irreg. | / Cycle | Main Temp. Prep. Irreg. | / Day | Main Temp. Prep. Irreg. |
| 1 | Oasis CH | Ambil buku & baca informasi partner shift di buku informasi | | | | 60 | 60 |
| 2 | Oasis CH | Discuss dengan partner shift tentang isi dari info di buku informasi | | | | 180 | 180 |
| 3 | Oasis CH | Beri sign dan komentar di buku informasi | | | | 60 | 60 |

JUMLAH SOP 13 PROSES = 13 SOP

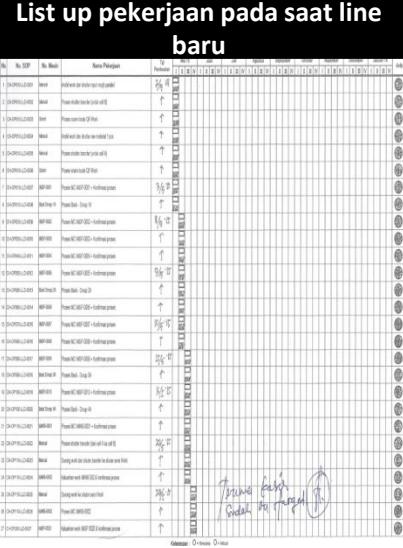
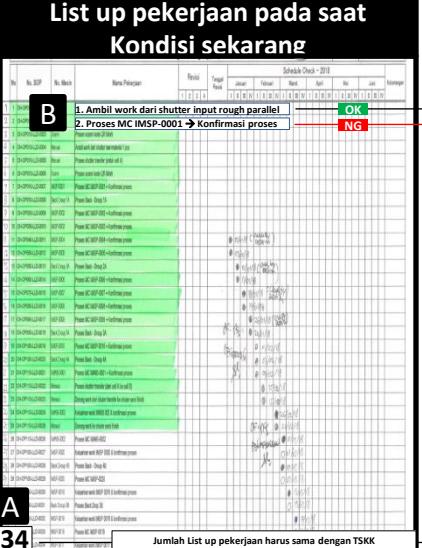
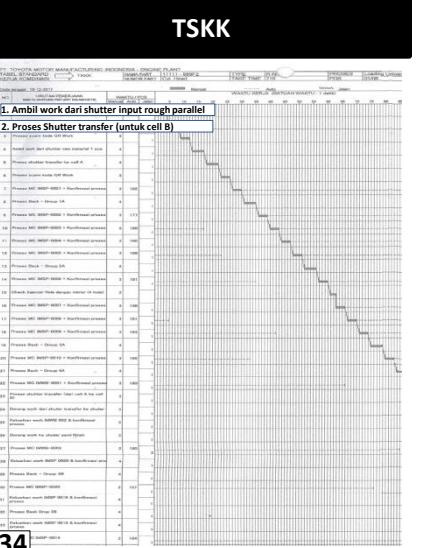
300

300

0,011

1) Membuat 3 Slip

SW

| | SILVER | GOLD |
|------------------|--|---|
| Jap | ②全作業のリストがあり、作業要領書(要素作業要領書)が整備されている * 作業要領書の作成が80%以上 | ②全作業のリストがあり、作業要領書(要素作業要領書)が整備されている * 作業要領書の作成が100% |
| Eng. | ② Have a list of all works and work instruction sheet is maintained. - Creation of work instruction sheet (JES) completes 80% or more. | ② Have a list of all works and work instruction sheet is maintained. (element work manual) - Creation of work instruction sheet completes 100%. |
| Ind. | ② Mempunyai daptar WIS/SOP dan terawat dengan baik. - Pembuatan SOP/Work instruction sheet (JIS) selesai 80% atau lebih | ② Mempunya daftar semua SOP/WIS dan terawat dengan baik (Element Work Manual) - Pembuatan SOP/Work instruction sheet (JIS) selesai 100% |
| Des. | ②-1 Mempunyai daptar/List untuk masing-masing proses dan pekerjaan | ②-1 Mempunyai daptar/List untuk masing-masing proses dan pekerjaan |
| Standard | ●Harus ada History pembuatan SOP/EIS saat persiapan line baru. | <p>A Jumlah list up harus sesuai dengan jumlah yang ada di TSKK secara keseluruhan</p> <p>B Nama proses harus sesuai dengan Nama proses yang ada di TSKK secara keseluruhan</p> |
| Content Evidence | <p>List up pekerjaan pada saat line baru</p>  <p>List up pekerjaan pada saat Kondisi sekarang</p>  | <p>List up pekerjaan pada saat Kondisi sekarang</p>  <p>TSKK</p>  |
| | Untuk mendapatkan semua pekerjaan (di luar dari pekerjaan troble shooting) agar document tidak terhapuskan dan hilang dari urutannya. | Untuk memahami semua tempat kerja tanpa kehilangan sesuatu apapun. |

1) Membuat 3 Slip

SW

Jap Eng. Ind. Des. Standard

SILVER

| |
|---|
| ②全作業のリストがあり、作業要領書(要素作業要領書)が整備されている * 作業要領書の作成が80%以上 |
| ② Have a list of all works and work instruction sheet is maintained. - Creation of work instruction sheet (JES) completes 80% or more. |
| ② Mempunyai daptar WIS/SOP dan terawat dengan baik. - Pembuatan SOP/Work instruction sheet (JIS) selesai 80% atau lebih |

②-2 80% lebih EIS/SOP telah selesai di buat

GOLD

| |
|--|
| ②全作業のリストがあり、作業要領書(要素作業要領書)が整備されている * 作業要領書の作成が100% |
| ② Have a list of all works and work instruction sheet is maintained. (element work manual) - Creation of work instruction sheet completes 100%. |
| ② Mempunya daftar semua SOP/WIS dan terawat dengan baik (Element Work Manual) - Pembuatan SOP/Work instruction sheet (JIS) selesai 100% |

②-2 Pembuatan SOP Selesai 100%

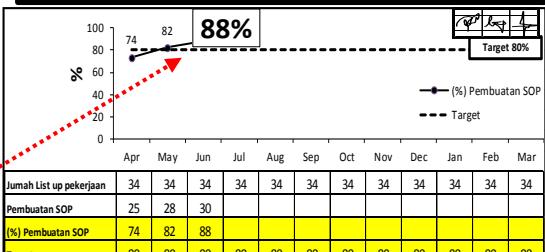
Content Evidence

List up Pekerjaan

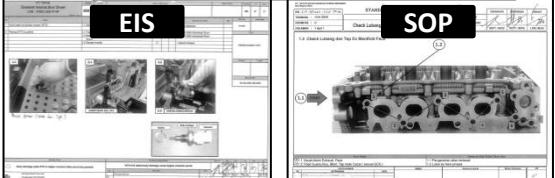
Pembuatan SOP

A 88%

Grafik pembuatan SOP



C EIS & SOP di Approve s/d Dept. Head.



SOP adalah alat untuk mengajarkan pekerjaan kepada Operator dan semua pekerjaan memerlukan SOP

List up pekerjaan

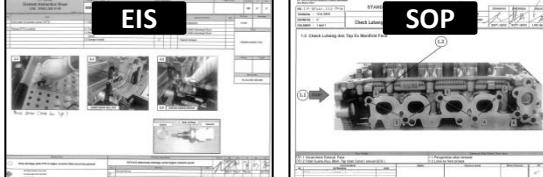
100%

SOP Harus
sudah di buat

Grafik pembuatan SOP

100%

EIS & SOP di Approve s/d Dept. Head.



Untuk memberikan instruksi yang tepat untuk TMs pada semua pekerjaan

Standard : Bila ada revisi harus segera di observasi dan di ajarkan (Sheet Observasi & bukti Pengajaran)

List up pekerjaan

Tgl Revisi

15/3/18

Sheet Observasi (Sebelum)

| CHECK SHEET UNTUK PENGHECHECKAN | | OPERATOR (OLEH TEAM LEADER) | |
|--|--|---|--|
| Unit : Cyl Head R-NR Pos : POS-01 | | Proses : Pelakuan work inst 011 + konfirmasi proses | |
| Tgl : 15/3 - 16/3 | No Name Operator : JUNI K. | Start No SOP / EIS : CM-OP-070 - LLD-049y | |
| Shift : W | | | |
| | | | |
| Item Check | Alt | Methode | Std |
| Standardized Work | | | |
| 1. Check urutan kerja operasi sesuai dengan TSKK | TSKK, TSK | Visual Check | Sesuai TSK, TSK |
| Ukur waktu tiap 1 Cycle = 5 X | Min : 39,8 s | Stop Watch | Waktu : 39,8 s |
| Asetul | Ave : 39,6 s | Stop Watch, Penell | Waktu : 39,6 s |
| (S X Cycle) | Max : 39,6 s | TSKK | Delta : 3% |
| 2. Check urutan kerja operasi sesuai dengan ESS / SOP | ESS / SOP | Visual Check | Sesuai ESS / SOP |
| Ukur waktu tiap 1 Cycle = 5 X | Min : 39,8 s | Check dengan Stop Watch | Waktu : 39,8 s |
| Asetul | Ave : 39,91 s | Stop Watch, Penell | Delta : 3% |
| (S X Cycle) | Max : 39,91 s | ESS / SOP | A = % |
| Safety | | | |
| 1. Aset minima operasional peralatan dpt | STD APD | Visual Check | Sesuai APD |
| 2. Apabila Posisi tangan propang work berasar | SOP holding - unholding | Visual Check | Sesuai SOP |
| 3. Apabila Memuat Rute SOW | Rute SOW | Visual Check | Memuat SOW |
| Ergonomi | | | |
| 1. Aset ergonomik gunakan operator | SOP | Visual Check | Sesuai ? SOP |
| 2. Desain Posisi (Posturing) | Check ergonomis | Check ergonomis | Di lakukan |
| 3. Berat pekerjaan | Timbangan | Part timbangan | Di lakukan |
| Quality | | | |
| 1. Apabila SWP/SOP check dilaksukan (Dengan Design) | SOP | Visual Check | Dilaksukan |
| 2. Apabila Visual check dilaksukan | SOP | Visual Check | Dilaksukan |
| 3. Apabila check yang dilaksukan berdasarkan standart | Min standart | Standart | Tujuan kualitas |
| Apabila Logbook pengujian benar | SOP | Visual Check | Logbook |
| (Waktu pun jam/tidak, intruksi / akhir kerja switch tiba) | | | |
| 6.S | | | |
| 1. Apabila seluruh yang dibutuhkan persiapan ada diluar kerja | Tdk ada tool blouse | Visual Check | Tdk ada blouse lors |
| 2. Apabila seluruh yang dibutuhkan berada diluar kerja | Tdk ada tool blouse | Visual Check | Tdk ada blouse lors |
| 3. Apabila seluruh yang dibutuhkan berada diluar kerja | Tdk ada tool blouse | Visual Check | Tdk ada blouse lors |
| 4. Apabila seluruh yang dibutuhkan berada diluar kerja | Tdk ada tool blouse | Visual Check | Tdk ada blouse lors |
| PWS : 10 - 002 Revisi 2 Date : 14/03/2017 / Check done 8 / Check point ketika jln 7 Jln Observasi Start : Jam : 13:00 ~ 14:00 Molen : 22:00 ~ 24:00 | Business no : Max 3000 Average : 36-4000 | Business no : Max 3000 Average : 36-4000 | Business no : Max 3000 Average : 36-4000 |

Evident Revisi SOP (PINK SHEET)

| | | | | | | | | | | | | |
|---|---|--------|-------|------------|--------------|---------------|--------------|------------|-------------|------------|--------------|--------------|
| Document Revisi SW | | | | | | | | | | | | |
| 1 GL BOARD | Katen 12.2 | | | | | | | | | | | |
| Temuan Observasi Nomor : 122 | | | | | | | | | | | | |
| Tanggal Temuan : 15 - 03 - 2017 | | | | | | | | | | | | |
| Penemu : Pakman. H. | | | | | | | | | | | | |
| Pos / Proses : 05 [Perbaikan rengsi surbagas] | | | | | | | | | | | | |
| No | Item | Before | After | Keterangan | | | | | | | | |
| 1 | Sheet Observasi SW | ✓ | ✓ | | | | | | | | | |
| 2 | Kaizen Report | ✓ | ✓ | ✓ | | | | | | | | |
| 3 | TSKK | ✓ | ✓ | ✓ | | | | | | | | |
| 4 | TSKK | ✓ | ✓ | ✓ | | | | | | | | |
| 5 | Yamazumi | ✓ | ✓ | ✓ | | | | | | | | |
| 6 | Line Capacity Sheet | — | — | | | | | | | | | |
| 7 | SOP / EIS | ✓ | ✓ | ✓ | | | | | | | | |
| 8 | Confirmasi 3 Slip & Actual (Sesuai Std Obs) | | | | | | | | | | | |
| Note : Konfirmasi ulang setiap ada perubahan 3 Slip bisa hasil N/G kembali ke item no. 1 | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Checked (L2)</td> <td>Prepared (L1)</td> </tr> <tr> <td><i>Bo JC</i></td> <td><i>Zul</i></td> </tr> <tr> <td><i>Suci</i></td> <td><i>Red</i></td> </tr> <tr> <td><i>White</i></td> <td><i>White</i></td> </tr> </table> | | | | | Checked (L2) | Prepared (L1) | <i>Bo JC</i> | <i>Zul</i> | <i>Suci</i> | <i>Red</i> | <i>White</i> | <i>White</i> |
| Checked (L2) | Prepared (L1) | | | | | | | | | | | |
| <i>Bo JC</i> | <i>Zul</i> | | | | | | | | | | | |
| <i>Suci</i> | <i>Red</i> | | | | | | | | | | | |
| <i>White</i> | <i>White</i> | | | | | | | | | | | |

Ttd s/d SH

Attachment GOLD (PINK SHEET)

SW

SCHEDULE OBSERVASI

SCHEDULE OBSERVASI SW TYPE 1
LINE : Cylinder Head R-NR
BULAN : Juni 2017

| Shift | No. | Nama | Pelumas | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | |
|-------|-----|--------|---------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|--|--|--|--|--|
| RED | 1 | Poz. 1 | Dedi M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | Poz. 2 | Wiwino | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | Poz. 3 | Dedi M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 | Poz. 4 | Wiwino | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 | Poz. 5 | Dedi M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6 | Poz. 6 | Wiwino | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7 | Poz. 7 | Dedi M/Wiwino | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Checked By Line Head Sect. Head

Jika ada Temuan → Ergonomi Quality 5S

Content PINK SHEET

1 OBSERVASI SHEET BEFORE

CHECK SHEET UNTUK PENGHECKECKAN OPERATOR (OLEH TEAM LEADER)

| Line | 1 Cell Head R-Bill | Pos. 1 | Pos. 2 | Pos. 3 | Pos. 4 | Pos. 5 | Pos. 6 | Pos. 7 | Pos. 8 | Pos. 9 | Pos. 10 | Pos. 11 | Pos. 12 | Pos. 13 | Pos. 14 | Pos. 15 | Pos. 16 | Pos. 17 | Pos. 18 | Pos. 19 | Pos. 20 | Pos. 21 | Pos. 22 | Pos. 23 | Pos. 24 | Pos. 25 | Pos. 26 | Pos. 27 | Pos. 28 | Pos. 29 | Pos. 30 | Pos. 31 | | | |
|-------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---|---|---|
| Std | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Total | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | | |

Standarized Work

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Safety

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Ergonomi

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Quality

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

5S

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Items Check

Std

Actual

Data Check CT

Safety

Items Check

Std

Actual

Data Check CT

Quality

Items Check

Std

Actual

Data Check CT

5S

Items Check

Std

Actual

Data Check CT

Comments

SOP

TSKK

TSK

OBSERVASI SHEET AFTER

DAFTAR HADIR TRAINING

Check by Management

(Observasi sheet, Revisi Document, Bukti Training)

2 KAIZEN REPORT

Kaizen Report

Current Condition

Problems, Target of improvement

Setelah Improvement (Current Condition)

Result

Recurrence Prevention

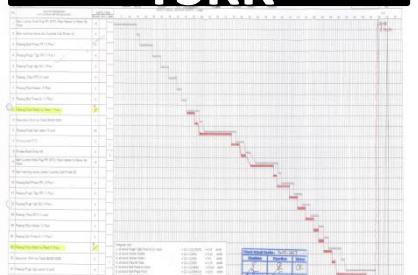
3 Revisi SOP

SOP BEFORE



4 Revisi TSKK & TSK

TSKK



5 Observasi Ulang

OBSERVASI SHEET AFTER

OBSERVASI SW TYPE 1 (OLEH GROU. HEAD)

| Line | 1 Cell Head R-Bill | Pos. 1 | Pos. 2 | Pos. 3 | Pos. 4 | Pos. 5 | Pos. 6 | Pos. 7 | Pos. 8 | Pos. 9 | Pos. 10 | Pos. 11 | Pos. 12 | Pos. 13 | Pos. 14 | Pos. 15 | Pos. 16 | Pos. 17 | Pos. 18 | Pos. 19 | Pos. 20 | Pos. 21 | Pos. 22 | Pos. 23 | Pos. 24 | Pos. 25 | Pos. 26 | Pos. 27 | Pos. 28 | Pos. 29 | Pos. 30 | | | | |
|-------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|---|---|---|
| Std | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Total | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | | |

Standardized Work

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Safety

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Ergonomi

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Quality

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

5S

Check untuk hasil spesifikasi desain Min. Maax. Standar Total

Items Check

Std

Actual

Data Check CT

Comments

SOP

TSKK

TSK

OBSERVASI SHEET AFTER

DAFTAR HADIR TRAINING

Check by Management

(Observasi sheet, Revisi Document, Bukti Training)

7

Check by Management
(Observasi sheet, Revisi Document, Bukti Training)



FLOW PEMBUATAN SOP BARU / REVISI



Eviden yang disertakan saat registrasi SOP,
Observasi Sheet & Bukti Training

1) Membuat 3 Slip

SW

Jap Eng. Ind. Des. Standard

SILVER

GOLD

③ 作業要領書の作成計画がある

③ Have a plan to create work instruction sheets.

③ Mempunyai rencana membuat SOP/ Lembaran intruksi kerja

③ Mempunyai rencana membuat SOP/ Lembaran intruksi kerja

- Semua SOP yang akan di buat ter list (Jika ada Henkanten)
- Pembuatan / Revisi SOP Planing & Actual Terpenuhi.

Jika Ada Perubahan buat schedule Revisi SOP

| No | No. SOP | No. Mesin | Nama Pekerjaan | Revisi | Tangal Review | 2017 | | | | | | | Lama | Cylinder Head | |
|----|-----------------|-----------|---|--------|---------------|------|-----|-----|-----|-----|-----|-----|------|---------------|----|
| | | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | | |
| 1 | PT-TMMIN-HK-001 | | Bersihkan Pipe Valve Rg. Nozz (4 Pt+) | V | 10.07.17 | | | | | | | | | OK | OK |
| 2 | PT-TMMIN-HK-002 | | Bersihkan Pipe Valve Rg. Nozz (4 Pt+) | V | 19.07.17 | | | | | | | | | OK | OK |
| 3 | PT-TMMIN-HK-003 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 4 | PT-TMMIN-HK-004 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 5 | PT-TMMIN-HK-005 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 6 | PT-TMMIN-HK-006 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 7 | PT-TMMIN-HK-007 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 8 | PT-TMMIN-HK-008 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 9 | PT-TMMIN-HK-009 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 10 | PT-TMMIN-HK-010 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 11 | PT-TMMIN-HK-011 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 12 | PT-TMMIN-HK-012 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 13 | PT-TMMIN-HK-013 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 14 | PT-TMMIN-HK-014 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 15 | PT-TMMIN-HK-015 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 16 | PT-TMMIN-HK-016 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 17 | PT-TMMIN-HK-017 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 18 | PT-TMMIN-HK-018 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 19 | PT-TMMIN-HK-019 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 20 | PT-TMMIN-HK-020 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 21 | PT-TMMIN-HK-021 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 22 | PT-TMMIN-HK-022 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 23 | PT-TMMIN-HK-023 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 24 | PT-TMMIN-HK-024 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 25 | PT-TMMIN-HK-025 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 26 | PT-TMMIN-HK-026 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 27 | PT-TMMIN-HK-027 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 28 | PT-TMMIN-HK-028 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 29 | PT-TMMIN-HK-029 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 30 | PT-TMMIN-HK-030 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 31 | PT-TMMIN-HK-031 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 32 | PT-TMMIN-HK-032 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 33 | PT-TMMIN-HK-033 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 34 | PT-TMMIN-HK-034 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 35 | PT-TMMIN-HK-035 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 36 | PT-TMMIN-HK-036 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 37 | PT-TMMIN-HK-037 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 38 | PT-TMMIN-HK-038 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 39 | PT-TMMIN-HK-039 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 40 | PT-TMMIN-HK-040 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 41 | PT-TMMIN-HK-041 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 42 | PT-TMMIN-HK-042 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 43 | PT-TMMIN-HK-043 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 44 | PT-TMMIN-HK-044 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 45 | PT-TMMIN-HK-045 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 46 | PT-TMMIN-HK-046 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 47 | PT-TMMIN-HK-047 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 48 | PT-TMMIN-HK-048 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |
| 49 | PT-TMMIN-HK-049 | | Check Inlet valve Hole dan Inlet air (4 hole) | V | 17.07.17 | | | | | | | | | OK | OK |

- Agar SOP di buat secara sistematis dan SOP bisa selesai secepatnya.
- Level terendah adalah 80% Level nyaris untuk menjaga Safety/Quality dapat di terima untuk mengopraskian line.

③ 3票・帳票類の改訂・見直し計画がある

③ Have a plan to review std charts and other sheets.

③ Mempunyai rencana untuk meninjau 3 slip dan lembar lainnya

③ 3 Slip standard dan form lainnya sudah di update sesuai rencana.

- Nama pekerjaan dan SOP/EIS harus sama
- Pembuatan SOP/EIS (Regular, Low Frequensi Job & Abnormality harus terpenuhi)

SCHEDULE REVIEW SOP

| No | Detail JIS | Review | Actual |
|----|------------------------|--------|--------|
| 1 | Piping System | ✓ | ✓ |
| 2 | Instrumentation System | ✓ | ✓ |
| 3 | Electrical System | ✓ | ✓ |
| 4 | Structural System | ✓ | ✓ |
| 5 | Hydraulic System | ✓ | ✓ |
| 6 | Auxiliary Systems | ✓ | ✓ |
| 7 | Control System | ✓ | ✓ |
| 8 | Process System | ✓ | ✓ |
| 9 | Welding System | ✓ | ✓ |
| 10 | Painting System | ✓ | ✓ |
| 11 | Insulation System | ✓ | ✓ |
| 12 | Support System | ✓ | ✓ |
| 13 | Accessories System | ✓ | ✓ |
| 14 | Assembly System | ✓ | ✓ |
| 15 | Delivery System | ✓ | ✓ |
| 16 | Commissioning System | ✓ | ✓ |
| 17 | Handover System | ✓ | ✓ |
| 18 | Handover System | ✓ | ✓ |
| 19 | Handover System | ✓ | ✓ |
| 20 | Handover System | ✓ | ✓ |
| 21 | Handover System | ✓ | ✓ |
| 22 | Handover System | ✓ | ✓ |
| 23 | Handover System | ✓ | ✓ |
| 24 | Handover System | ✓ | ✓ |
| 25 | Handover System | ✓ | ✓ |
| 26 | Handover System | ✓ | ✓ |
| 27 | Handover System | ✓ | ✓ |
| 28 | Handover System | ✓ | ✓ |
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| 30 | Handover System | ✓ | ✓ |
| 31 | Handover System | ✓ | ✓ |
| 32 | Handover System | ✓ | ✓ |
| 33 | Handover System | ✓ | ✓ |
| 34 | Handover System | ✓ | ✓ |
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| 42 | Handover System | ✓ | ✓ |
| 43 | Handover System | ✓ | ✓ |
| 44 | Handover System | ✓ | ✓ |
| 45 | Handover System | ✓ | ✓ |
| 46 | Handover System | ✓ | ✓ |
| 47 | Handover System | ✓ | ✓ |
| 48 | Handover System | ✓ | ✓ |
| 49 | Handover System | ✓ | ✓ |



- To understand progress (Delay /ahead) of JIS development.

1) Membuat 3 Slip

Jap

SILVER

- ④ 3票、帳票類が現状と合っている（タクト、月、印、サイン等）

Eng.

④ Std 3 charts and other sheets are consistent with actual state of a worksite. (takt time, month, sign, etc)

④ Dokumen-dokumen 3 slip sesuai dengan kondisi aktualnya (takuto, bulan, cap, tanda tangan dll)

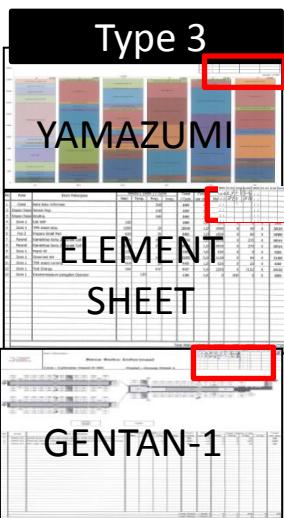
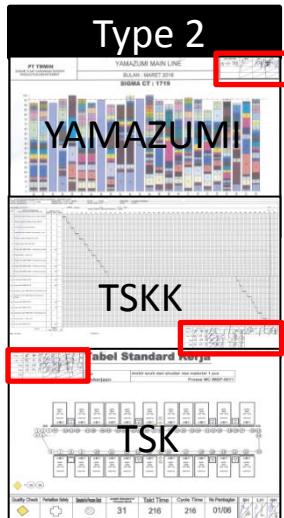
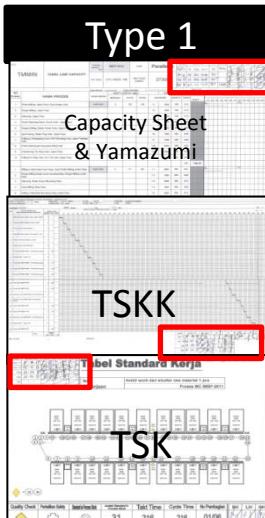
Des.

④ Standard 3 Chart di update atau di Revisi.

Standard

- Update 3 Slip di lakukan setiap bulan.

Content Evidence



GOLD

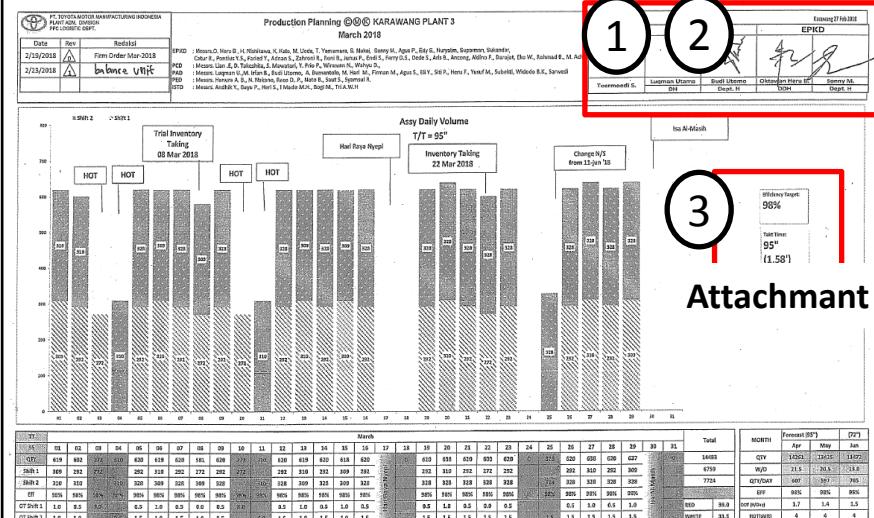
- ④ 3票、帳票類が現状と合っている(タクト、月、印、サイン等)

④ Std 3 charts and other sheets are consistent with actual state of a worksite. (takt time, month, sign, etc)

④ Dokumen-dokumen 3 slip sesuai dengan kondisi aktualnya (takuto, bulan, cap, tanda tangan dll)

④ Standard 3 Chart di update atau di Revisi.

- ① Sudah di Konfirmasi sama atasan sampai dengan Section Head
- ② ttd shift red & white harus ada (Lengkap)
- ③ Kesesuaian Document dengan TT (Getsudo)



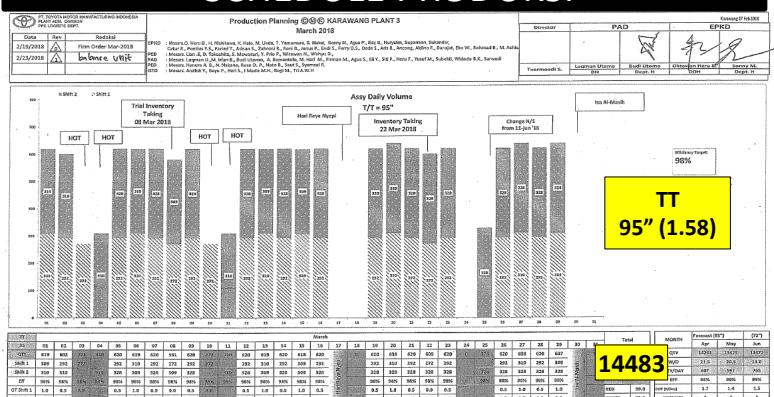
- Untuk mengetahui Kondisi sebenarnya di Line
- Bila Supervisor memiliki TM melakukan pekerjaan tanpa SOP = TM Bekerja pada kondisi bahaya dimana pekerjaan tidak bisa di kontrol.

Attachment GOLD (Kesesuaian TT Dengan Getsudo)

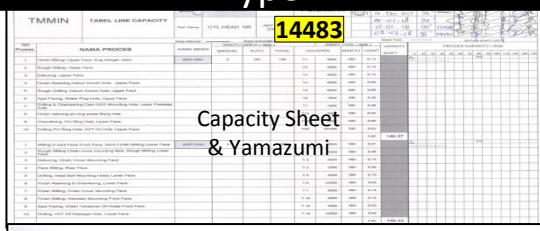
SW

Kesesuaian
Document dengan
TT & Volume
(Getsudo)

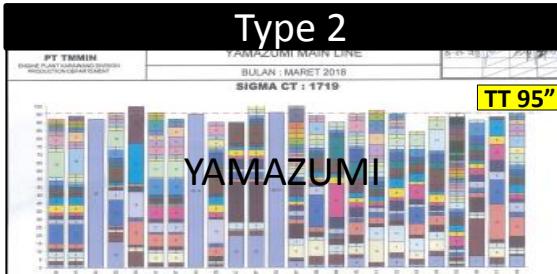
SCHEDULE PRODUKSI



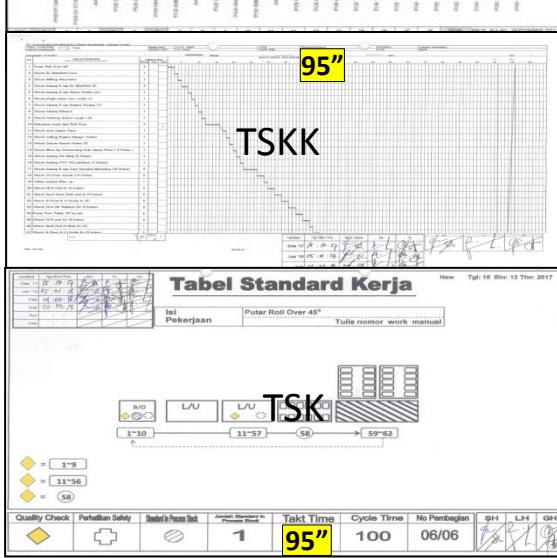
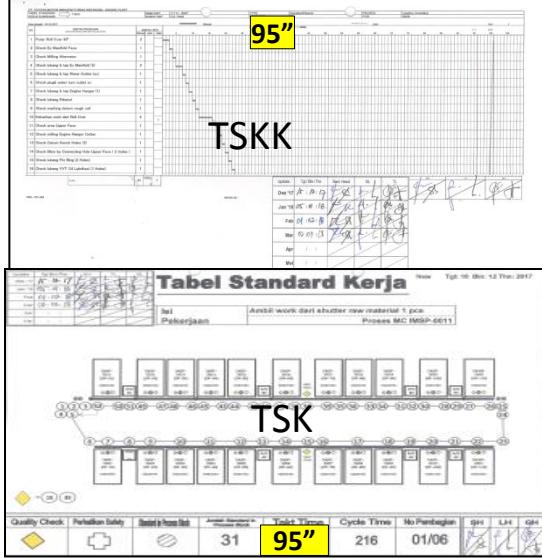
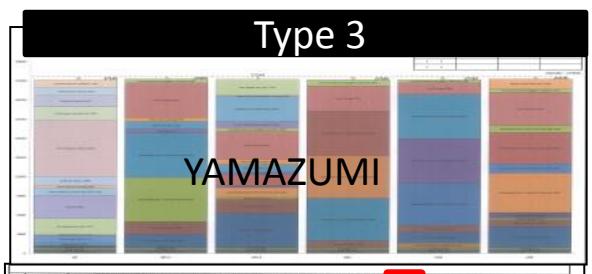
Type 1



Type 2



Type 3



2) Display Standard 3 Slip

SW

Jap

Eng.

Ind.

Des.

Std.

Content Evidence

SILVER

GOLD

①標準作業票が、作業場に掲示されている(タイプ I)

① Standard work sheet is displayed in worksite. (type I)

① Lembar standard kerja 3 slip di display di tempat kerja.

Di tampilkan di mana member dapat melihatnya

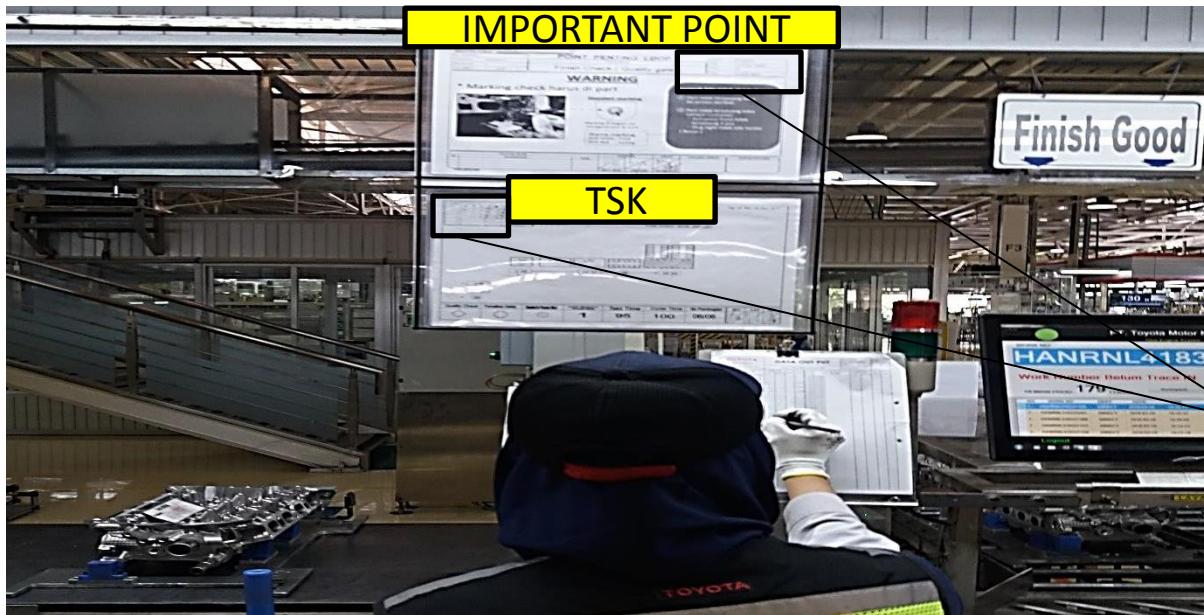
①標準作業票が、作業場に掲示されている(タイプ I)

① Standard work sheet is displayed in worksite. (type I)

① Lembar standard kerja 3 slip di display di tempat kerja.

Di tampilkan di mana member dapat melihatnya

- TSK, Important Point, TT & Update Document (TSKK & SOP Tidak di wajibkan)



- For supervisor to be able to manage line operator's Work.
- Untuk mengidentifikasi problem menggunakan document sebagai alatnya.

TT &
DOCUMENTT DI
UPDATE SETIAP
BULAN

3) Konsistensi standard kerja (kepatuhan kerja - operator yang di audit)

SW

Jap

Eng.

Ind.

Des.

Standard

Content Evidence

SILVER

①-1要領書通り作業を行っている（工程、単位作業）
*作業にバラツキがない(2工程2作業各2サイクル)

①-1 Follow work instruction sheet.(process/unit work)
▪ work do not fluctuate. (Confirm 2 cycles of 2 processes-2works)

①-1 Melakukan pekerjaan sesuai SOP (proses, satuan gerak) tidak ada baratsuki di pekerjaan (2 proses 2 pekerjaan masing-masing 2 cycle)

1 Assessor memilih, 2 Siklus dari 2 process, 2 Work Untuk di check.

1. Kesesuaian Waktu Baratsuki Max
(Type 1&2 → 3%) – (Type 3 → 10%)
2. Kesesuaian Langkah
3. Kesesuaian Gerakan dengan SOP

GOLD

①-1要領書通り作業を行っている（工程、単位作業）
*作業にバラツキがない(3工程3作業各3サイクル確認)

①-1 Follow work instruction sheet. (process/unit work)
▪ Work do not fluctuate. (Confirm 3 cycles of 3 processes-3 works.)

①-1 Melakukan pekerjaan sesuai SOP (proses, satuan gerak) tidak ada baratsuki di pekerjaan (3 proses 3 pekerjaan masing-masing 3cycle)

1 Assessor memilih, 3 Siklus dari 3 process, 3 Work Untuk di check.

1. Kesesuaian Waktu Baratsuki Max
(Type 1&2 → 3%) – (Type 3 → 10%)
2. Kesesuaian Langkah
3. Kesesuaian Gerakan dengan SOP + Safety Point

Item Check Sheet

Type 1

TSKK

Type 2

TSKK

Type 3

Baca buku informasi

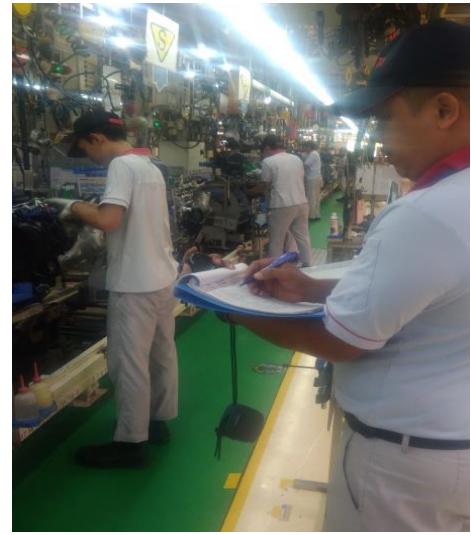
ELEMENT SHEET

SOP

Tool Check

1. OBSEVATION SHEET

2. STOP WATCH



- Untuk memverifikasi pelaksanaan STW melalui contoh pengecekan SOP.
• untuk mengecek aktual apakah standard kerja konsisten

(Pekerjaan yang tidak sesuai dengan SW dapat menyebabkan problem kecelakaan kerja(Luka), Quality defect.

3) Konsistensi standard kerja (kepatuhan kerja - operator yang di audit)

SW

Jap

SILVER

①-2 標準作業遵守率が80%以上

Eng.

①-2 Standardized work following ratio ··· 80% or more
(See another sheet)

Ind.

①-2 Ratio Mentaati Standardized work 80% atau lebih
(Lihat pada lembar Lain)

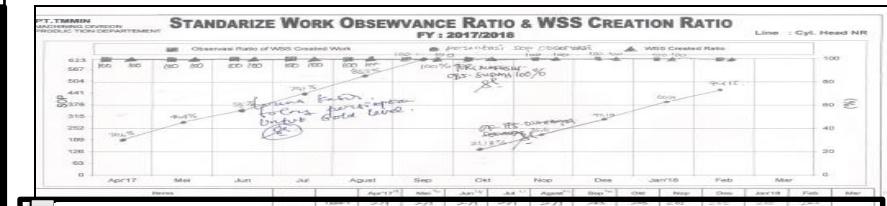
Des.

Mengacu pada “Grafik SW following ratio” yang di keluarkan oleh GEL promotion Dept. TMC

Standard

- Schedule Observasi yang di buat setiap bulanya harus tercapai lebih dari 80%. (Dalam waktu 6 Bulan sebelum audit)

Content Evidence

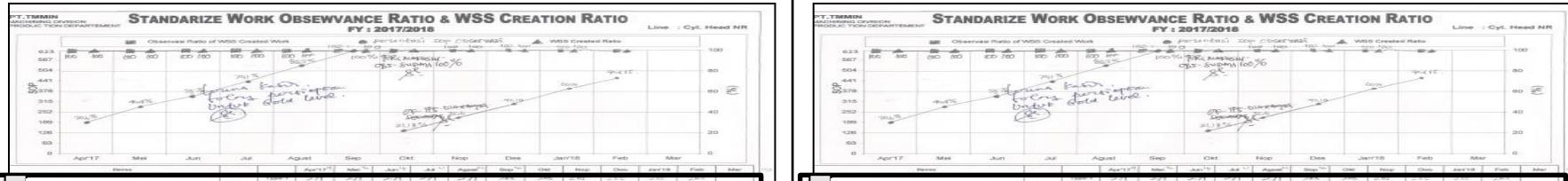


| | | | | | | | | | | | | | | | | | | | | | | | |
|----------|--|---------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| A | Jumlah Semua pekerjaan | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| B | Jumlah temuan yang belum sesuai SOP yang ada | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| C | Observasi/menghitung nilai WSS/berhasil pencapaian | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |

| | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|---------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| D | Kumulatif pekerjaan yang di lakukan sesuai SOP yang ada | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| E | Jumlah temuan yang belum sesuai/menataati SOP bulan ini | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| F | WSS Creation Ratio keputusan = (D-E)/AX100 | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Jumlah observasi SOP / bulan (C) (Operasional) | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| Cumm observasi SOP / bulan: | OT work | Total | 1.93 | 2.92 | 3.46 | 3.46 | 1 | 3.45 | 3.92 | 2.22 | 2.94 | 3.90 | 3.66 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 |
| Persentase pencapaian SOP yang sudah dicapai: | OT work | Total | 30.6% | 44.5% | 70.0% | 85.2% | 100% | 21.1% | 38.6% | 47.1% | 49.4% | 74.7% | 82.2% | 39.6% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% |
| Yang disebut dengan Ratio kinerja/kelaruan kerja (SW) adalah: | OT work | Total | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |
| — Observasi jumlah operasi yang berhasil dilakukan | OT work | Total | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Holiday Produtivity Efficiency: | OT work | Total | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |
| Pre: Business/Tot. Job: | OT work | Total | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |

- Alat Management untuk menjamin ketaatan SW (Kalau saat audit pencapaian Grafik sudah 80% maka OK)



| | | | | | | | | | | | | | | | | | | | | | | | |
|----------|--|---------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| A | Jumlah Semua pekerjaan | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| B | Jumlah temuan yang belum sesuai SOP yang ada | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| C | Observasi/menghitung nilai WSS/berhasil pencapaian | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Jumlah observasi SOP / bulan (C) (Operasional) | OT work | Total | 0.75 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| Cumm observasi SOP / bulan: | OT work | Total | 1.93 | 2.92 | 3.46 | 3.46 | 1 | 3.45 | 3.92 | 2.22 | 2.94 | 3.90 | 3.66 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 | 3.92 |
| Persentase pencapaian SOP yang sudah dicapai: | OT work | Total | 30.6% | 44.5% | 70.0% | 85.2% | 100% | 21.1% | 38.6% | 47.1% | 49.4% | 74.7% | 82.2% | 39.6% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% | 47.1% |
| Yang disebut dengan Ratio kinerja/kelaruan kerja (SW) adalah: | OT work | Total | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |
| — Observasi jumlah operasi yang berhasil dilakukan | OT work | Total | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Holiday Produtivity Efficiency: | OT work | Total | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |
| Pre: Business/Tot. Job: | OT work | Total | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |

- Alat Management untuk menjamin ketaatan SW (Untuk memproduksi product berqualitas tinggi secara aman dan efisien)

Jap

Eng.

Ind.

Des.

Standard

Content Evidence

SILVER

GOLD

② 観察に工夫がある(観察レベル、観察方法)

② Work observation is implemented in a creative way.
(observation level and method)

② Pekerjaan observasi di lakukan dengan cara yang kreatif. (Level observasi dan caranya)

② Level mengobservasi di perbaiki melalui sesi-sesi belajar. (Contoh 2 Orang Leader mengobservasi 1 Member)
Lalu Bandingkan jumlah temuan problemnya.

② 観察に工夫がある(観察レベル、観察方法)

② Work observation is implemented in a creative way.
(observation level and method)

② Pekerjaan observasi di lakukan dengan cara yang kreatif. (Level observasi dan caranya)

② Level mengobservasi di perbaiki melalui sesi-sesi belaja. (Contoh 2 Orang Leader mengobservasi 1 Member)
Lalu Bandingkan jumlah temuan problemnya.

- Observasi 2 Leader (1 Leader Senior , 1 Leader Junior)
- Leader Senior melakukan observasi menemukan abnormality, mengajak junior (Mendomi) melakukan observasi apabila leader junior tidak menemukan Problem harus di beri sesi pengajaran.
- Observasi 2 Leader harus POS dan Opearator yang sama.

SCHEDULE OBSERVASI 2TL

| Shift No | Name | Position | SCHEDULE OBSEVASI SW TYPE 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|-----------|------------|---|---|---------------------|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | |
| RED | | | <i>(Handwritten notes and signatures throughout the grid)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ergonomi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Checked By | Line Head | Sect. Head | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| White | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standarisasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ergonomi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Checked By | Line Head | Sect. Head | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Rencana 2Leader Check | | Actual Leader Check | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

HASIL OBSERVASI LEADER SENIOR

| CHECK SHEET UNTUK PENGHECKECKAN OPERATOR (OLEH TEAM LEADER) | |
|---|---------------------|
| Pos : 7 | Nama opr : Sri Devi |
| Line Head : | Group Head : |
| check milling under pipe | |
| Date : 15-05-2017 | |
| Operator : A. Sazali | |
| Work : 100% | |
| Check : 100% | |
| Speed : 100% / 100% | |
| Feed : 100% / 100% | |
| Depth : 100% / 100% | |
| Angle : 100% / 100% | |
| Balance : 100% / 100% | |
| Safety : 100% / 100% | |
| Ergonomi : 100% / 100% | |
| Quality : 100% / 100% | |
| 5S : 100% / 100% | |
| Comments : <i>(Handwritten notes)</i> | |

Menemukan

HASIL OBSERVASI LEADER JUNIOR

| CHECK SHEET UNTUK PENGHECKECKAN OPERATOR (OLEH TEAM LEADER) | |
|---|---------------------|
| Pos : 7 | Nama opr : Sri Devi |
| Line Head : | Group Head : |
| check milling under pipe | |
| Date : 15-05-2017 | |
| Operator : M. Surya | |
| Work : 100% | |
| Check : 100% | |
| Speed : 100% / 100% | |
| Feed : 100% / 100% | |
| Depth : 100% / 100% | |
| Angle : 100% / 100% | |
| Balance : 100% / 100% | |
| Safety : 100% / 100% | |
| Ergonomi : 100% / 100% | |
| Quality : 100% / 100% | |
| 5S : 100% / 100% | |
| Comments : <i>(Handwritten notes)</i> | |

tdk

Menemukan

Di lakukan Sesi Pengajaran untuk leader Junior
(See attachment).

- Untuk memperbaiki level mengobservasi.

Contoh : Lihat pada gerakan postur badan yang sulit dan gerakan kerja, bekerja terburu-buru , masalah dengan ututan kerja

- Untuk mengamati prosedur kerja tanpa kelalaian

② Attachment Observasi 2 TL Sesi Pengajaran

SW

SESI PENGAJARAN

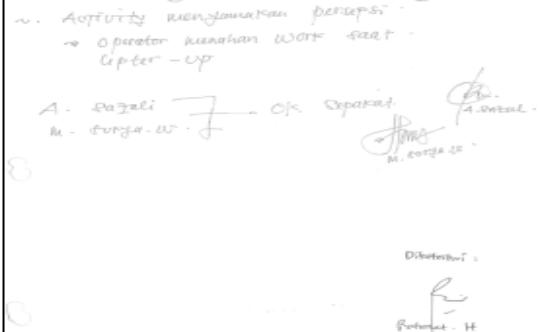


Materi Pengajaran



TEMOTOKA SHEET

Evident Hasil Pengajaran
Di Setujui sampai atasan (Sect. Head)



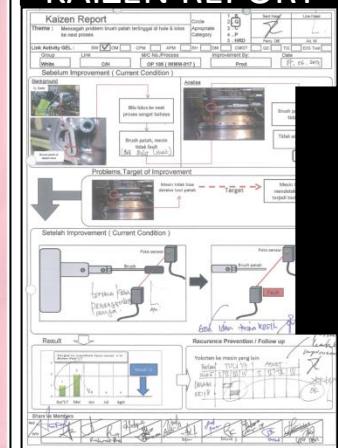
LIST UP TEMUAN PROBLEM

| No | Item | Before | After | Keterangan |
|----|---|--------|-------|------------|
| 1 | Sheet Observasi SW | ✓ | | |
| 2 | Kaizen Report | ✓ | | |
| 3 | TSKK | — | — | |
| 4 | TSK | — | — | |
| 5 | Yamazumi | — | — | |
| 6 | Line Capacity Sheet | — | — | |
| 7 | SOP / EIS | — | — | |
| 8 | Confirmasi Slip & Actual (Gesuai Rtd Obs) | — | — | |

BUAT PINK SHEET PENANGGULANGAN

| | | | | |
|-----------------|---|--------|-------|------------|
| Document No. | Laser Me 037 | | | |
| Temuannya Nomor | 137 | | | |
| Tanggal Temuan | 12 - 10 - 2017 | | | |
| Penemu | A. Saputra / I. Suwatra | | | |
| Pos / Proses | 07 Cetakan (berat kertas 100g) | | | |
| No | Item | Before | After | Keterangan |
| 1 | Sheet Observasi SW | ✓ | | |
| 2 | Kaizen Report | ✓ | | |
| 3 | TSKK | — | — | |
| 4 | TSK | — | — | |
| 5 | Yamazumi | — | — | |
| 6 | Line Capacity Sheet | — | — | |
| 7 | SOP / EIS | — | — | |
| 8 | Confirmasi Slip & Actual (Gesuai Rtd Obs) | — | — | |

KAIZEN REPORT



OBSERVASI ULANG

| | |
|---------------|---|
| Document No. | Laser Me 037 |
| Temuan | Menemukan problem masih belum tereliminasi di hasil karya |
| Category | Waste |
| Line Activity | Line 1 |
| Level | Line 1 |
| Area | Line 1 |
| Department | Line 1 |
| Problem | Waste |
| Target | Waste |
| Actual | Waste |
| Result | Waste |

Training ke Member (SOP AFTER)

| | |
|---------------|---|
| Document No. | Laser Me 037 |
| Temuan | Menemukan problem masih belum tereliminasi di hasil karya |
| Category | Waste |
| Line Activity | Line 1 |
| Level | Line 1 |
| Area | Line 1 |
| Department | Line 1 |
| Problem | Waste |
| Target | Waste |
| Actual | Waste |
| Result | Waste |

Check by Management

Jap Eng. Ind. Des. Standard

Content Evidence

SILVER**GOLD**

③職制が定期的にフォローしている(工長)

③ A/M follows up periodically.

③ AM & SH melakukan Follow up secara periodik.

③ AM & SH memfollow pada lembar observasi dan memberikan (Tanda tangan, Komentar dll)

- AM & SH Follow up pelaksanaan schedule Observasi

③職制が定期的にフォローしている(課長)

③ Manager follows up periodically. (Sec. Mgr)

③ Manager melakukan Follow up secara periodik.

③ AM & SH memfollow pada lembar observasi dan memberikan (Tanda tangan, Komentar dll)

- Follow up pelaksanaan schedule Observasi sampai dengan level Manager.
- Jika ada abnormality Manager Level harus memberikan saran dan ttd.

SCHEDULE OBSERVASI
OBSERVASI SHEET

Tanda tangan & Komentar (AM & SH)

- Mengimprove level mengobsservasi melalui masukan nasihat
- Bekerja dengan Komunikasi terbaik dengan supervisor

SCHEDULE OBSERVASI
OBSERVASI SHEET

Tanda tangan & Komentar (Manager Level)

- To Lead Supervisor confirmation to instruction of Members.

5) Mengobservasi kerja melalui Standard 3 Slip dan Manual

SW

Jap

Eng.

Ind.

Des.

Standard

Content Evidence

| | SILVER | GOLD |
|---|---|------|
| ① 観察とやりにくい作業の不具合内容がみえる化されている(一覧表など) | ① 観察とやりにくい作業の不具合内容が洗い出されている(一覧表) | |
| ① Work observation & defects of difficult work are visualized (list or etc) | ① Work observation & defects of difficult work are listed (list or etc) | |
| ① Mengobservasi pekerjaan & problem dari kesulitan kerja di visualisasikan | ① Mengobservasi pekerjaan & problem dari kesulitan kerja di visualisasikan | |
| ① Mempunyai rencana Kaizen atau List dari Problems, dsb. Yang bisa di Check isinya. | ① Mempunyai rencana Kaizen atau List dari Problems, dsb. Yang bisa di Check isinya. | |

- List up temuan di ambil dari Observasi SW “OS”, Observasi Video “OV”, Buttom Up “BU”, Henkanten “H” & Focus Thema “FT”.
- Pada saat Observasi setiap ada temuan harus di Record di List up temuan.
- Ada schedule rencana penanggulangan

OBSERVASI SHEET BEFORE

This image shows a detailed 'Observasi Sheet' (Observation Sheet) before the Kaizen process. It includes sections for 'CHECK SHEET UNTUK PENGECHECKNIN OPERATOR (OLEH TEAM LEADER)' (Check sheet for operator verification by team leader), 'SCHEDULE OBSERVASI SW TYPE 1' (Observation schedule SW Type 1), and various data tables for tracking observations. A red box highlights the 'OS' section at the top left of the sheet.

LIST UP TEMUAN PROBLEM

This image shows a 'List Up Temuan Problem' (List of Found Problems) document. It contains a table with columns for 'Kode Problem' (Problem Code), 'Penjelasan Problem' (Problem Description), 'Penyebab Problem' (Cause of Problem), 'Solusi Problem' (Solution), and 'Ket' (Notes). A red box highlights the 'OS' section at the top left of the list. A large yellow box in the center contains the text 'Schedule Rencana Kaizen'.

KAIZEN REPORT

This image shows a 'Kaizen Report' document. It includes sections for 'Kaizen Export', 'Babakuan Improvement (Current Condition)', 'Problems, Target of Improvement', and 'Result'. A red box highlights the 'OS' section at the top left of the report. A large yellow box in the center contains the text 'Buat PINK SHEET (See Attachment)'.

- Untuk Mengklarifikasi Problem dan Hubungannya Kaizen Pekerjaan
- Untuk Membuat masalah lebih jelas dan mengubahnya menjadi laizen

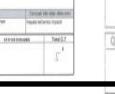
① Attachment (PINK SHEET)

SW

Content PINK SHEET

3 Revisi SOP

SOP BEFORE

| STANDARD OPERATION PROCEDURE (SOP) | |
|--|-----------------------------|
| VERSION : 1.0 | REVISION : 1 |
| DATE : 10/10/2010 | REVIEW DATE : 10/10/2011 |
| PEPPER : 0000000000000000 | REVIEWER : 0000000000000000 |
| Piping Pipe Water Union (1 pcs) | |
|    | |
|    | |
|    | |
|    | |
|    | |
|    | |

SOP AFTER

| STANDARD OPERATION PROCEDURE (SOP) | |
|--|-----------------------------|
| VERSION : 1.0 | REVISION : 1 |
| DATE : 10/10/2010 | REVIEW DATE : 10/10/2011 |
| PEPPER : 0000000000000000 | REVIEWER : 0000000000000000 |
| Piping Pipe Water Union (1 pcs) | |
|    | |
|    | |
|    | |

4 Revisi TSKK & TSK

TSKK

| TSKK | |
|---|---|
|  |  |

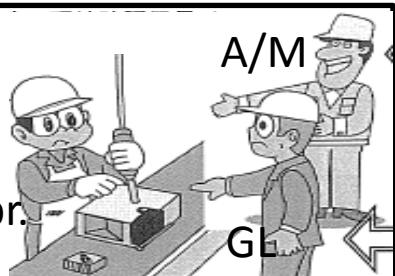
5 Observasi Ulang

OBSERVASI SHEET AFTER

| OBSERVASI SW TYPE 1 (OLEH GRO HEAD) | | | | | | | | | |
|-------------------------------------|--|-------------|-------------|------------------|------------------|-------------|-------------|-------------|-------------|
| Lokasi | Tujuan | Pada | Peristiwa | Ket | Hasil | Aksi | Hasil | Ket | Hasil |
| | | | | | | | | | |
| Standardized Work | | | | | | | | | |
| 1 | Dasar operasi sistem cuci oli mesin | TWS, TSK | Work Check | Standar TWS, TSK | Dasar TWS, TSK | Stop Watch | Stop Watch | Standar | No. Problem |
| | Waktu kerja 1 kali/tgl | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 2 | Cuci kaki kereta sebelum sistem cuci oli mesin | TWS, TSK | Work Check | Standar (50 s) | Standar (50 s) | Stop Watch | Stop Watch | Standar | No. Problem |
| | Waktu kerja 1 kali/tgl | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja | Waktu kerja |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| Safety | | | | | | | | | |
| 1 | Not menggunakan pelindung tangan | TWS, TSK | Work Check | Standar TWS, TSK | Standar TWS, TSK | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| Exposed | | | | | | | | | |
| 1 | Elektrik pada perekat spon | TWS, TSK | Work Check | Standar TWS, TSK | Standar TWS, TSK | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| Quality | | | | | | | | | |
| 1 | Angka 2000 Cuci olahan (Pengeringan) | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 2 | Angka 2000 Cuci olahan dilakukan | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 3 | Angka 2000 Cuci olahan dilakukan setiap hari | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 4 | Angka 2000 Cuci olahan dilakukan setiap hari | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 5 | Angka 2000 Cuci olahan dilakukan setiap hari | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 6 | Angka 2000 Cuci olahan dilakukan setiap hari | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 7 | Angka 2000 Cuci olahan dilakukan setiap hari | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |
| 8 | Angka 2000 Cuci olahan dilakukan setiap hari | TWS, TSK | Work Check | Standar | Standar | Stop Watch | Stop Watch | Standar | No. Problem |
| | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch | Stop Watch |
| | Actual | Act. | Act. | Act. | Act. | Act. | Act. | Act. | Act. |
| | (TWS Check) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) | Act. (%) |
| | | | | | | | | | |

7

Check by Management
(Observasi sheet,
Revisi Document,
Bukti Training)



6

Training ke Member (SOP AFTER)

DAFTAR HADIR TRAINING

| NO | HOBBO | NAMA | TANDA TAHUN | RESULT | NO | HOBBO | NAMA | TANDA TAHUN | RESULT |
|----|-------|---------------|-------------|--------|----|-------|-----------------|-------------|--------|
| 1 | W0007 | Adi Saputra | 1 | + | 1 | W0021 | Arif Suryadi | 1 | + |
| 2 | W0018 | Bap. Prayitno | 2 | + | 2 | W0044 | Arif Suryadi | 2 | + |
| 3 | W0019 | Wahyudi Dwi | 1 | + | 3 | W0045 | Wahyudi Prabudi | 2 | + |
| 4 | W0020 | Fitrianto | 1 | + | 4 | W0046 | Fitrianto | 2 | + |
| 5 | W0021 | Fitrianto | 1 | + | 5 | W0047 | Dery Pramita | 2 | + |
| 6 | W0020 | Mulyadi | 1 | + | 6 | W0048 | Gulha Joko S | 2 | + |
| 7 | W0021 | Mulyadi | 1 | + | 7 | W0049 | Randy Sugiharto | 2 | + |
| 8 | | | | | 8 | | | | |
| 9 | | | | | 9 | | | | |
| 10 | | | | | 10 | | | | |
| 11 | | | | | 11 | | | | |
| 12 | | | | | 12 | | | | |
| 13 | | | | | 13 | | | | |
| 14 | | | | | 14 | | | | |

Keterangan:

- Hanya lulus
- Belum lulus
- Belum lulus tetapi perbaikan diberikan
- Belum lulus tetapi ditolak
- Belum lulus tetapi ditolak dengan tanda minus
- Belum lulus tetapi ditolak dengan tanda plus

Bisa melanjutkan

staging

training

berlatih

berlatih



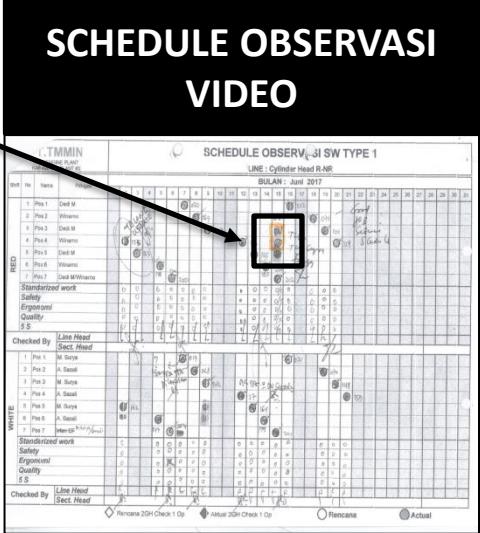
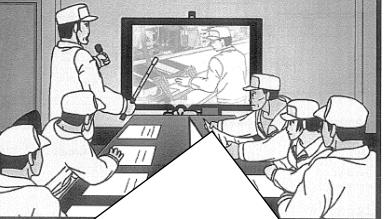
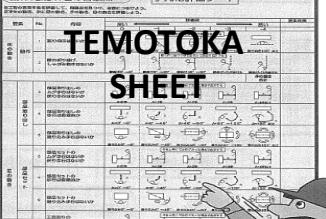
Revision of standardized work

5) Mengobservasi kerja melalui Standard 3 Slip dan Manual

SW

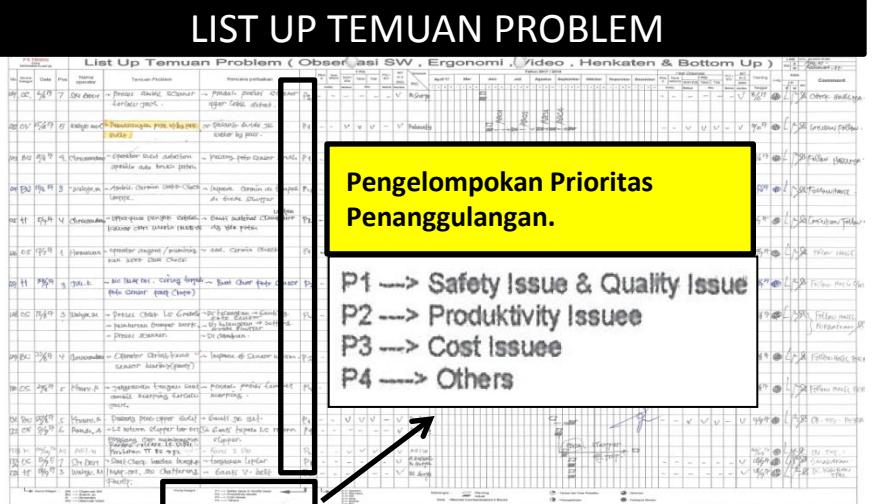
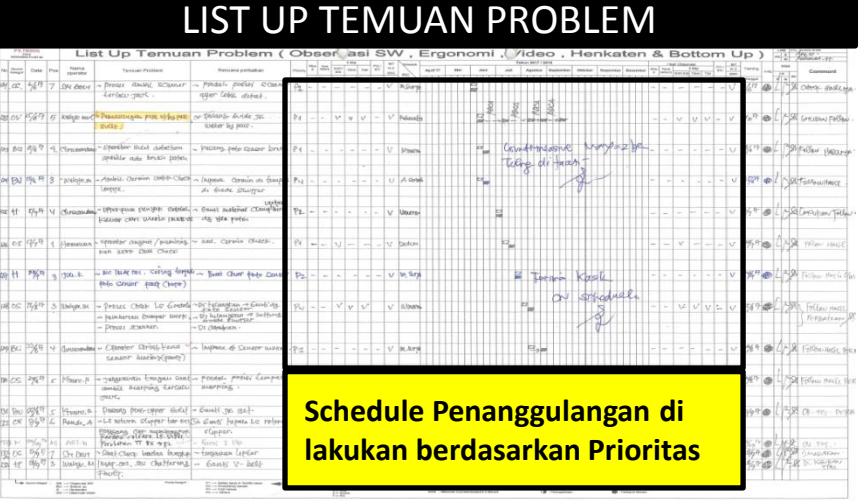
| | SILVER | GOLD |
|------|---|--|
| Jap. | ② 作業解析をしている(ビデオ、手元化シート等を使用) | ② 作業解析を している (ビデオ、手元化シート等を使用) |
| Eng. | ② Implement work analysis. (utilize video or temotoka sheet) | ② Implement work analysis. (utilize video or difficult-to-do work evaluation sheet) |
| Ind. | ② Melakukan analisa pekerjaan dan di Visualisasikan (Menggunakan Video atau Temotoka Sheet) | ② Melakukan analisa pekerjaan dan di Visualisasikan (Menggunakan Video atau form Evaluasi untuk pekerjaan Yang sulit "TEMOTOKA SHEET") |
| Des. | Problem di Klarifikasi melalui analisa dan di visualisasikan. | Problem di Klarifikasi melalui analisa dan di visualisasikan. |

- Observasi Video di ambil dari Problem → Complain Customer “Quality”, Management Complain “Productivity” & Member Voice “Dificulty Job”.

| | | | |
|--|--|--|--|
| Content Evidence | <p>MEMBER VOICE</p>  <p>KONFIRMASI OBSERVASI SW KE GENBA LAPANGAN</p>  | <p>SCHEDULE OBSERVASI VIDEO</p>  | <p>OBSERVASI VIDEO</p>  <p>TEMOTOKA SHEET</p>  |
| | <p>Visualisasikan point masalah dengan melakukan analisanya untuk perbaikan</p> <p>Dengan menggunakan TEMOTOKA SHEET untuk check MUDA MURA MURI</p> | | |
| <ul style="list-style-type: none"> - Untuk Mencari akar penyebab masalah dan menyambungkannya dengan Kaizen | | | |

6) Pekerjaan Kaizen dengan standard 3 Slip dan manual.

SW

| | SILVER | GOLD |
|------------------|--|--|
| Jap | ①優先順位、目標を持って取組んでいる | ①改善活動が、絶え間なく継続されている |
| Eng. | ① Contents of problems are visualized (list of problems) | ① Kaizen activity is continuously conducted. |
| Ind. | ① Masalah-masalah di Visualisasikan (List of Problem) | ① Kegiatan Kaizen terus di lakukan |
| Des. | Problem yang akan di tanggulangi/ di kaizen di pilih dan di tunjukan dan di buat grouping dan di Buat Prioritasnya. | Kegiatan kaizen di lakukan setiap bulan (Di lihat untuk Prioritasnya) |
| Standard | Pengelompokan Prioritas Penanggulangan. P1 → Safety Issue & Quality Issue P2 → Produktivity Issuee P3 → Cost Issuee P4 → Others | Schedule Penanggulangan di lakukan berdasarkan Prioritas - P1 penanggulangan tidak boleh delay dan harus segera di tanggulangi - Kategori "P2, P3 P4" tidak boleh lebih dari 2 Bulan |
| Content Evidence | <p>LIST UP TEMUAN PROBLEM</p>  <p>Pengelompokan Prioritas Penanggulangan.</p> <p>P1 → Safety Issue & Quality Issue P2 → Produktivity Issuee P3 → Cost Issuee P4 → Others</p> | <p>LIST UP TEMUAN PROBLEM</p>  <p>Schedule Penanggulangan di lakukan berdasarkan Prioritas</p> |
| | <ul style="list-style-type: none"> • Yang pertama adalah saety, memperhatikan kondisi-kondisi sebelumnya dan yang akan berdampak terbaik. (Termasuk kondisi problem kesulitan kerja, waktu, Cost, dan Defect). | <ul style="list-style-type: none"> • Untuk Line yang Stabil. |

6) Pekerjaan Kaizen dengan standard 3 Slip dan manual.

SW

| | SILVER | GOLD |
|------|---|---|
| Jap | ②小集団やTPS活動を通して全員で活動している | ②改善内容が整理されている…事例集など) |
| Eng. | ② Implement all-mbrs-joined TPS activity by small group. | ② What have kaizened (improved) such as KAIZEN example list etc. are organized. |
| Ind. | ② “Semua member bergabung untuk berpartisipasi dalam aktivitas TPS dengan Small group-Nya | ② Hal-Hal yang sudah di Kaizen (di-Improve) sudah di organisir. |
| Des. | ② “Semua member bergabung” di visualisasikan pada kaizen report. Dsb. | ② Hasil sudah ada secara jelas |
| Std | <p>● Ada Kaizen temuan problem dijadikan tema QCC (Melibatkan semua member)</p> | |

LIST UP TEMUAN PROBLEM

BENDERA QCC

Membuat tempat yang lebih efektif untuk pengembangan (Skill Up) member seperti bisa mengusulkan ide-ide mereka.

Untuk meng share Benefit atau manfaat dari kaizen di antara semua Anggota.

6) Pekerjaan Kaizen dengan standard 3 Slip dan manual.

SW

Jap

③ 対策実施率 80%以上(未実施項目に2ヶ月以上の遅れがない)

Eng.

③ C/Ms implementation rate: 80% or more. (C/M against unsolved problem must be taken within two months.)

Ind.

③ Rasio penerapan C/M adalah 80% atau lebih, (C/M mengenai Masalah yg belum di selesaikan harus di ambil dalam waktu 2 Bulan.)

Des.

③-1 Rasio penanggulangan sudah di lakukan 80% atau lebih.

Standard

Problem yang di temukan harus segera di Tanggulangi minimal 80% atau Lebih

Content Evidence

SILVER

GOLD

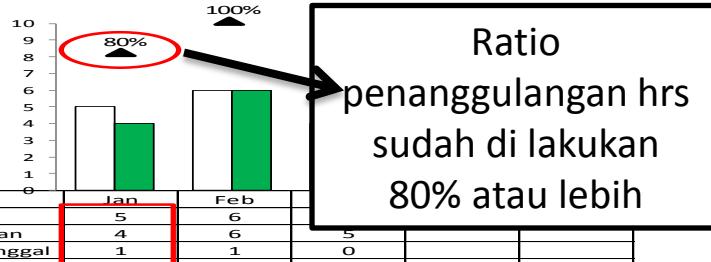
③ 対策実施率 90%以上(未対策項目に、2ヶ月以上の遅れがない)

③ C/Ms implementation rate: 90% or more. (C/Ms against unsolved problem must be taken within two months.)

③ Rasio penerapan C/M adalah 90% atau lebih, (C/M mengenai Masalah yg belum di selesaikan harus di ambil dalam waktu 2 Bulan).

③-1 Rasio penanggulangan sudah di lakukan 90% atau lebih.

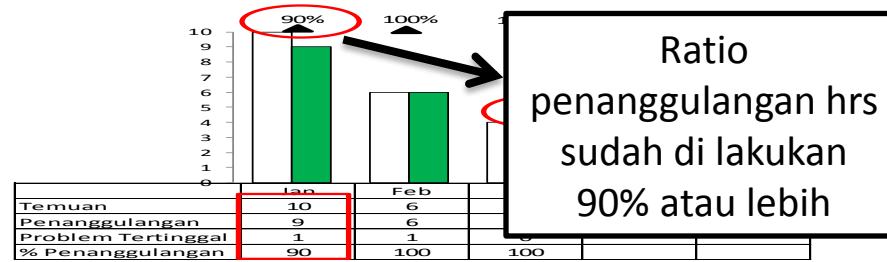
GRAFIK TEMUAN OBSERVASI



LIST UP TEMUAN OBSERVASI

| List Up Temuan Problem (Observasi SW , Ergonomi , Video , Henkaten & Bottom Up) | | | | | | | | | |
|---|------------|-------|------|----------------|----------------|-------|------------|----------------|----------------|
| No | Date | Point | Name | Temuan Problem | Reaksi petakan | Point | Name | Temuan Problem | Reaksi petakan |
| 1 | 2023-01-01 | ✓ | Jan | - | - | 2 | 2023-01-01 | ✓ | - |
| 3 | 2023-01-01 | ✓ | Jan | - | - | 4 | 2023-01-01 | ✓ | - |

GRAFIK TEMUAN OBSERVASI



LIST UP TEMUAN OBSERVASI

| List Up Temuan Problem (Observasi SW , Ergonomi , Video , Henkaten & Bottom Up) | | | | | | | | | |
|---|------------|-------|------|----------------|----------------|-------|------------|----------------|----------------|
| No | Date | Point | Name | Temuan Problem | Reaksi petakan | Point | Name | Temuan Problem | Reaksi petakan |
| 1 | 2023-01-01 | ✓ | Jan | - | - | 2 | 2023-01-01 | ✓ | - |
| 3 | 2023-01-01 | ✓ | Jan | - | - | 4 | 2023-01-01 | ✓ | - |

Untuk meningkatkan kemampuan tempat kerja, untuk memberi efek dengan penanggulangan cepat (segera kerjakan, pasti dikerjakan, dikerjakan sampai bisa), Untuk tidak menurunkan motivasi

6) Pekerjaan Kaizen dengan standard 3 Slip dan manual.

SW

Jap

③ 対策実施率 80%以上(未実施項目に2ヶ月以上の遅れがない)

Eng.

③ C/Ms implementation rate: 80% or more. (C/M against unsolved problem must be taken within two months.)

Ind.

③ Rasio penerapan C/M adalah 80% atau lebih, (C/M mengenai Masalah yg belum di selesaikan harus di ambil dalam waktu 2 Bulan.)

Des.

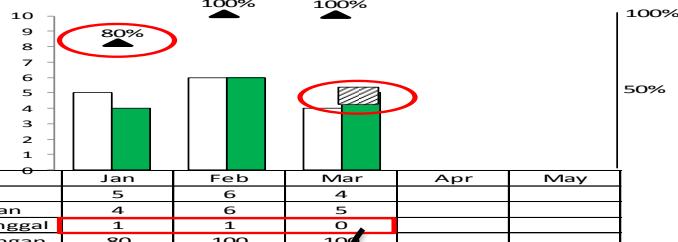
③ -2 C/M untuk mengatasi problem yang belum terselesaikan harus di lakukan dalam kurun waktu 2(dua) bulan.

Standard

Problem yang belum selesai di tanggulangi , di reschedule paling lambat 2 Bulan harus sudah selesai.

Content Evidence

GRAFIK TEMUAN OBSERVASI



LIST UP TEMUAN OBSERVASI

| No | Tanggal | Posisi | Kategori | Temuan Problem | Penanganan |
|----|------------|--------|----------|----------------|--------------|
| 1 | 01/01/2023 | Area A | Produk | Produk rusak | Produk rusak |
| 2 | 02/01/2023 | Area B | Produk | Produk rusak | Produk rusak |
| 3 | 03/01/2023 | Area C | Produk | Produk rusak | Produk rusak |
| 4 | 04/01/2023 | Area D | Produk | Produk rusak | Produk rusak |
| 5 | 05/01/2023 | Area E | Produk | Produk rusak | Produk rusak |

C/M untuk mengatasi problem yang belum terselesaikan harus di lakukan dalam kurun waktu 2(dua) bulan

GOLD

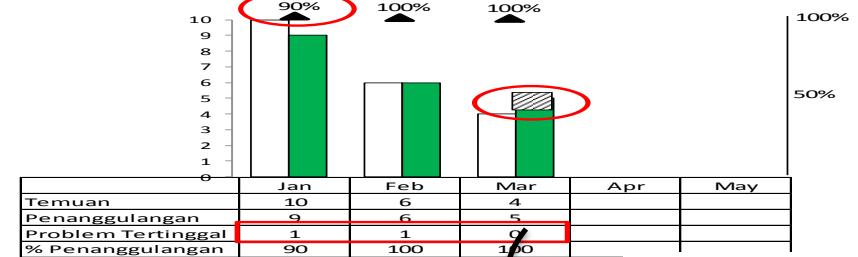
③ 対策実施率 90%以上(未対策項目に、2ヶ月以上の遅れがない)

③ C/Ms implementation rate: 90% or more. (C/Ms against unsolved problem must be taken within two months.)

③ Rasio penerapan C/M adalah 90% atau lebih, (C/M mengenai Masalah yg belum di selesaikan harus di ambil dalam waktu 2 Bulan).

③ -2 C/M Terhadap masalah yang belum di selesaikan harus di ambil dalam dua bulan

GRAFIK TEMUAN OBSERVASI



LIST UP TEMUAN OBSERVASI

| No | Tanggal | Posisi | Kategori | Temuan Problem | Penanganan |
|----|------------|--------|----------|----------------|--------------|
| 1 | 01/01/2023 | Area A | Produk | Produk rusak | Produk rusak |
| 2 | 02/01/2023 | Area B | Produk | Produk rusak | Produk rusak |
| 3 | 03/01/2023 | Area C | Produk | Produk rusak | Produk rusak |
| 4 | 04/01/2023 | Area D | Produk | Produk rusak | Produk rusak |
| 5 | 05/01/2023 | Area E | Produk | Produk rusak | Produk rusak |

C/M untuk mengatasi problem yang belum terselesaikan harus di lakukan dalam kurun waktu 2(dua) bulan

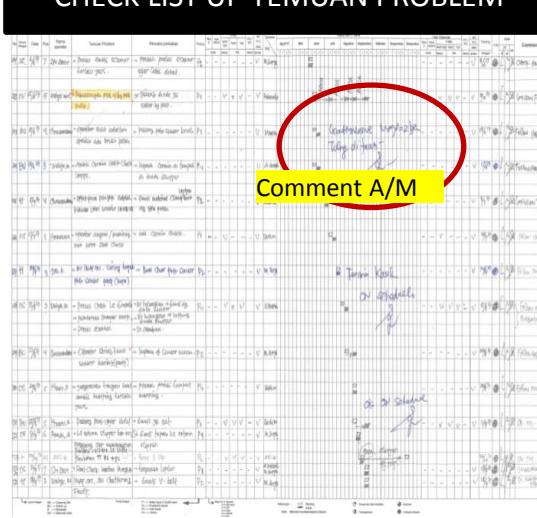
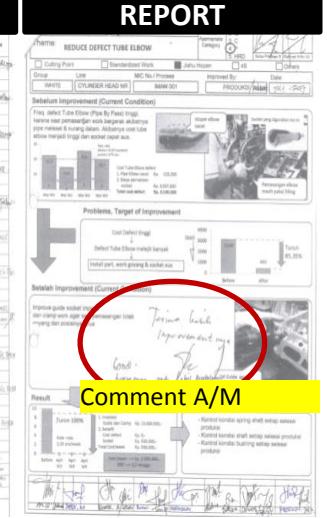
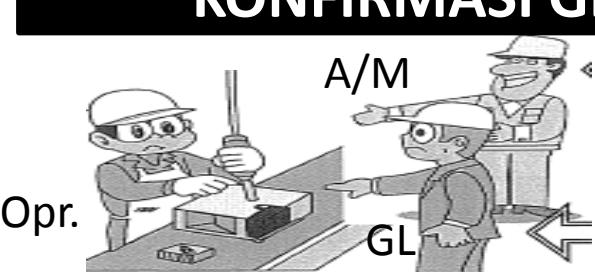
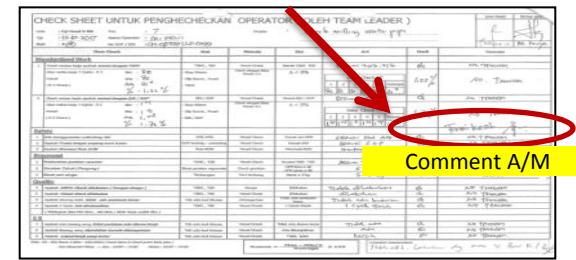
Penanggulangan yang delay harus di beri comment s/d Level Manager

Untuk menungkatkan kemampuan tempat kerja, untuk memberi efek dengan penanggulangan cepat (segera kerjakan, pasti dikerjakan, dikerjakan sampai bisa), Untuk tidak menurunkan motivasi

7) Melakukan revisi SOP & 3 slip, dan men-standarisasi

SW

| | SILVER | GOLD |
|----------|---|---|
| Jap | ①課長又は工長が改訂後の、現地確認をしている | ①課長又は、工長が改訂後の、現地確認をしている |
| Eng. | ① Sec. Manager or A/M confirms the worksite after the revision | ① Sec. Manager or A/M confirms the worksite after the revision |
| Ind. | ① Section Manager/AM mengkonfirmasi tempat kerja setelah Revisi | ① Section Manager/AM mengkonfirmasi tempat kerja setelah Revisi |
| Des. | ①-1 Pada lembaran Penanggulangan/ Kaizen dsb. Ada tanda tangan dan komen. | ①-1 Pada lembaran Penanggulangan/ Kaizen dsb. Ada tanda tangan dan komen. |
| Standard | Setiap ada Revisi SOP, 3 Slip semua sheet harus di follow up sampai dengan level Section / AM | Setiap ada Revisi SOP, 3 Slip semua sheet harus di follow up sampai dengan level Section/AM Dan <u>MANAGER</u> melakukan Sampling Check. |

| Content Evidence | CHECK LIST UP TEMUAN PROBLEM | CHECK KAIZEN REPORT | KONFIRMASI GENBA | GOLD → U/ Manager melakukan Sampling check | | |
|------------------|---|--|---|--|--|--|
| | Comment A/M | Comment A/M | A/M Opr. GL | | | |
| |  |  |  |  | Untuk mempromosikan agar aktivitas terus menerus di lakukan/bisa di pertahankan. | Untuk menghasilkan hasil dengan tindakan yang Cepat. |

7) Melakukan revisi SOP & 3 slip, dan men-standarisasi

SW

| | SILVER | GOLD |
|----------|--|---|
| Jap. | ①課長又は工長が改訂後の、現地確認をしている | ①課長又は、工長が改訂後の、現地確認をしている |
| Eng. | ① Sec. Manager or A/M confirms the worksite after the revision | ① Sec. Manager or A/M confirms the worksite after the revision |
| Ind. | ① Section Manager/AM mengkonfirmasi tempat kerja setelah Revisi | ① Section Manager/AM mengkonfirmasi tempat kerja setelah Revisi |
| Des. | ①-2 Sec. Manager dan A/M bergabung secara periodik dalam aktifitas Kaizen ini. | ①-2 Sec. Manager & AM join Kaizen activity periodically and Give instruction. |
| Standard | Keikutsertaan Section/AM dalam Periodik aktifitas pembahasan Improvement (Task Porce Meeting, Asakai etc) | Keikutsertaan Section/AM –Manager dalam Periodik aktifitas pembahasan Improvement (Task Porce Meeting, Asakai etc) |

STANDARISASI TTD A/M - MANAGER

SOP AFTER



TSK



TSKK



Dengan di lakukan konfirmasi terhadap isi Revisi, Group dapat menerima nasihat MGR/AM dan Follow Up.

Untuk menghasilkan hasil dengan tindakan yang Cepat.

Content Evidence

7) Melakukan revisi SOP & 3 slip, dan men-standarisasi

SW

Jap

Eng.

Ind.

Des.

Standard

Content Evidence

SILVER

②改訂後の指導訓練を実施し、記録がある

② Instruction and training after the revision are given and recorded.

② Instruksi dan Training setelah Revisi sudah di berikan dan di catat.

Kapan atau kepada siapa pendidikan dan training itu di berikan harus di visualisasikan.

GOLD

②改訂後の指導訓練を実施し、記録がある

② Instruction and training after the revision are given and recorded.

② Instruksi dan Training setelah Revisi sudah di berikan dan di catat.

Kapan atau kepada siapa pendidikan dan training itu di berikan harus di visualisasikan.

Setelah Revisi SOP & 3 Slip di buatkan Schedule Training ke member dan bukti Daftar hadir Training

REVISI 3 SLIP

SOP AFTER

TSK

Tabel Standard Kerja

TSKK

Buat Schedue
Training ke
member

SCHEDULE TRAINING REVISI SOP

| NO PAPER SHEET | ITEM TRAINING | PLANNING | | | | | | | | | | | | TRAINER |
|----------------------|---|----------|---|---|---|---|---|---|---|-----------------------------|---|---|---|---------|
| | | A | M | J | J | A | S | O | N | D | J | F | M | |
| 122 | Pasang Pipe Upper By Pass (1 Pcs) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 126 | Chek Impeller Hela dengan Mirror (4slide) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 128 | Steam Kode (8 slide) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 130 | Chek visual Vg > chek B/W Sump (3slide) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 134 | Pasang Bell over 45° | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 131 | Pasang Plug Tipe Upper (3 Pcs) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 145 | Prepare Valver Seal (15 Pcs) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 145 | Prepare Valver Guide (15 Pcs) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 146 | Chek Visual Valver Seal (10 slide) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| | ditambahkan | | | | | | | | | | | | | |
| 147 | Buang Plug Tipe Upper (3 Pcs) | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |
| 148 | Chek Pemotongan Lantai dengan Cincin | | | | | | | | | R. - Dwi M R. - A. Setia | | | | |

DAFTAR HADIR TRAINING

| DAFTAR HADIR TRAINING | | | | |
|---|---|----------------------------|---|------------------|
| Check visual Valve Seat & Dis. Valve Guide (4 Hole) | | | | |
| RED SHIFT | SOH NO : CH-0970-14P No. 01-0970-14P 192. | WHITE SHIFT | HARI/TANGGAL : Selasa, 27 November 2017 | RESULT : Perf. 4 |
| HARI/TANGGAL | TEMPAT : DPG. F+ | JAM : 08.00 ~ 16.30 | TEMPAT : Per. 4 | |
| JAM | TRAINER : A. Setia | | 17.00 ~ 18.00 | |
| TRAINER | | | Abdullah Robotic - H. X. Bkt. VI | |
| NO | NO REG | NAMA | TANDA TANGAN | RESULT |
| 1 | 950660 | PESTRI M | ✓ | |
| 2 | 0315032 | Wulan Arma | ✓ | |
| 3 | 0511014 | AGUS S | ✓ | |
| 4 | 7122511 | Lambik A | ✓ | |
| 5 | 0910081 | Perman | ✓ | |
| 6 | 1739521 | Zuris brozente | ✓ | |
| 7 | 07328532 | Wardha Rizqina | ✓ | |
| 8 | 1522151 | Wenny Ode P | ✓ | |
| 9 | 1522151 | Senna Indriyani | ✓ | |
| 10 | 0000000 | MAESTRO FASHER | 10. Dwi | |
| 11 | 1734007 | CHRIS WIDANU | ✓ | |
| 12 | 6224929 | Nurgedulah | 12. Heri | |
| 13 | | | 13 | |
| 14 | | | 14 | |
| Keterangan : | | | | |
| Hanya tahu ada perubahan | | Mengerti item yang berubah | Bila melihatnya sendiri terikat item yang berubah | |
| | | | Bila melihatnya sendiri berubah pada member lain | |

Operator perlu mendapat informasi dan mengajarkan mereka tentang dokumen yang direvisi untuk bekerja di line.

To Understand progress of Training

FLOW PEMBUATAN SOP BARU / REVISI



Eviden yang disertakan saat registrasi SOP,
Observasi Sheet & Bukti Training



Change points control

8) Melakukan kontrol henkaten

SW

Jap

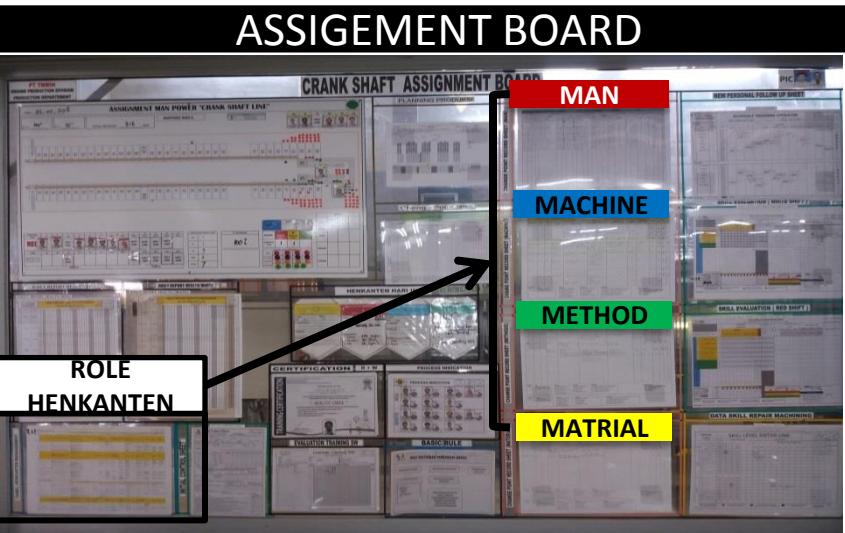
Ind. Eng.

Ind.

Des.

Standard

Content Evidence

| | SILVER | GOLD |
|--|---|---|
| ① 管理ルール通り、4Mで実施されている(履歴がある) | ①-1 管理ルール通り、4Mで実施されている(履歴がある) | ①-1 管理ルール通り、4Mで実施されている(履歴がある) |
| ① Follow the control rule (and it's recorded) | ①-1 Follow the control rule (and it's recorded) | ①-1 Mengikuti peraturan control |
| ① Mentaati aturan/Rule (dan mencatatkan) | ①-1 Mengikuti peraturan control | ①-1 Pengontrolan Henkanten di terapkan mengikuti peraturan |
| ① Change Points control di implementasikan sesuai dengan aturannya/Rule nya. - Ada Role Henkanten yang sudah di Sahkan (TTD) sampai dengan Manager. | - Pengontrolan Henkanten di terapkan Mengikuti Peraturan yang ada di Role Henkanten. | - Pengontrolan Henkanten di terapkan Mengikuti Peraturan yang ada di Role Henkanten. |
| <p>TABEL RULE HENKANTEN</p>  | <p>ASSIGEMENT BOARD</p>  | <ul style="list-style-type: none"> Untuk mencegah safety/Defect Quality yang di timbulkan karena adanya perubahan Klarifikasi Rule Tindakan apa yang di ambil bila ada perubahan agar tempat kerja dapat merespon secara kuat bila ada terjadi perubahan (Membuat aturan perubahan, is same as standardizing change point action, thus, a Part of this Pillars) |
| | | <ul style="list-style-type: none"> Untuk mencegah masalah yang terkait dengan Change Point Control. |

8) Melakukan kontrol henkaten

Jap

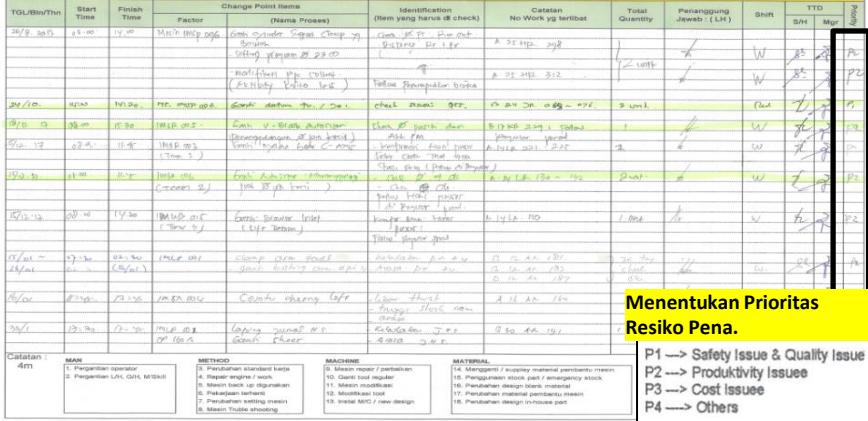
Eng.

Ind.

Des.

Standard

Content Evidence

| SILVER | GOLD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------|--------------|-------------|--------------|----------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|---------|-------|-------|-------|-------|-------|-------------|-----------------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|
| <p>②変化点リスク低減活動を実施している(事前教育・訓練等)</p> <p>② Change points risk reduction activity are implemented. (pre-training, training etc.)</p> <p>② Mengimplementasikan pengurangan resiko karena adanya perubahan dari sejarah perubahan yang pernah terjadi (Pre-Training,dsb.)</p> | <p>②変化点による後工程、客先不具合発生が6ヶ月以上 0件</p> <p>② Have NO defects in following process/vehicle plant caused by change points for over 6 months. (Defect occurs... 0 point)</p> <p>② Tidak ada defect di process berikut/Vehicle Plant yang di sebabkan oleh Henkanten (Point perubahan lebih dari 6 Bulan) (Timbulnya defect ...0 Point)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>② C/Ms yang di lakukan atau di laksanakan berdasarkan prioritas Resiko yang ada.</p> <p>Menentukan penanggulangan saat terjadi Perubahan (Henkanten) di tetapkan berdasarkan Prioritas resiko</p> | <p>② Tidak ada Defect yang terjadi di Group (Line) Sendiri</p> <p>Tidak ada defect outflow yang di sebabkan oleh perubahan (Henkanten) selama 6 Bulan.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">CHANGE POINT RECORD SHEET</p> <p>P1 ---> Safety Issue & Quality Issue P2 ---> Produktivity Issue P3 ---> Cost Issue P4 ---> Others</p>  | <p style="text-align: center;">GRAFIK DEFECT OUTFLOW (NEXT PROCESS)</p> <p>MAIN KPI Line: Cylinder Block RD FY: 2017/2018 PIC: RED WHITE Period: FEBRUARY</p> <p>TOYOTA INDONESIA</p> <p>1a. GRAFIK DEFECT "NEXT PROCESS"</p> <table border="1"> <thead> <tr> <th>BULAN</th> <th>A. PRODUKSI</th> <th>B. ABS LINE</th> <th>C. FABRICATE</th> <th>% DEFECT</th> </tr> </thead> <tbody> <tr> <td>Apr '17</td> <td>0.024</td> <td>0.024</td> <td>0.021</td> <td>0.025</td> </tr> <tr> <td>May '17</td> <td>0.026</td> <td>0.028</td> <td>0.027</td> <td>0.027</td> </tr> <tr> <td>Jun '17</td> <td>0.025</td> <td>0.023</td> <td>0.022</td> <td>0.025</td> </tr> <tr> <td>Jul '17</td> <td>0.028</td> <td>0.029</td> <td>0.029</td> <td>0.029</td> </tr> <tr> <td>Aug '17</td> <td>0.030</td> <td>0.030</td> <td>0.029</td> <td>0.029</td> </tr> <tr> <td>Sep '17</td> <td>0.027</td> <td>0.027</td> <td>0.026</td> <td>0.026</td> </tr> <tr> <td>Oct '17</td> <td>0.028</td> <td>0.029</td> <td>0.028</td> <td>0.028</td> </tr> <tr> <td>Nov '17</td> <td>0.025</td> <td>0.027</td> <td>0.026</td> <td>0.026</td> </tr> <tr> <td>Dec '17</td> <td>0.028</td> <td>0.029</td> <td>0.029</td> <td>0.029</td> </tr> <tr> <td>Jan '18</td> <td>0.025</td> <td>0.026</td> <td>0.026</td> <td>0.026</td> </tr> <tr> <td>Feb '18</td> <td>0.027</td> <td>0.028</td> <td>0.027</td> <td>0.027</td> </tr> </tbody> </table> <p>1b. GRAFIK DEFECT "IN PROCESS"</p> <table border="1"> <thead> <tr> <th>BULAN</th> <th>A. PRODUKSI</th> <th>B. TOTAL DEFECT</th> <th>% DEF</th> </tr> </thead> <tbody> <tr> <td>Jan '17</td> <td>0.014</td> <td>0.016</td> <td>0.015</td> </tr> <tr> <td>Feb '17</td> <td>0.014</td> <td>0.017</td> <td>0.015</td> </tr> <tr> <td>Mar '17</td> <td>0.016</td> <td>0.019</td> <td>0.017</td> </tr> <tr> <td>Apr '17</td> <td>0.017</td> <td>0.019</td> <td>0.017</td> </tr> <tr> <td>May '17</td> <td>0.015</td> <td>0.017</td> <td>0.015</td> </tr> <tr> <td>Jun '17</td> <td>0.015</td> <td>0.017</td> <td>0.015</td> </tr> <tr> <td>Jul '17</td> <td>0.016</td> <td>0.018</td> <td>0.017</td> </tr> <tr> <td>Aug '17</td> <td>0.017</td> <td>0.018</td> <td>0.017</td> </tr> <tr> <td>Sep '17</td> <td>0.014</td> <td>0.016</td> <td>0.014</td> </tr> <tr> <td>Oct '17</td> <td>0.014</td> <td>0.016</td> <td>0.014</td> </tr> <tr> <td>Nov '17</td> <td>0.014</td> <td>0.016</td> <td>0.014</td> </tr> <tr> <td>Dec '17</td> <td>0.016</td> <td>0.017</td> <td>0.015</td> </tr> <tr> <td>Jan '18</td> <td>0.014</td> <td>0.016</td> <td>0.014</td> </tr> <tr> <td>Feb '18</td> <td>0.014</td> <td>0.016</td> <td>0.014</td> </tr> </tbody> </table> | BULAN | A. PRODUKSI | B. ABS LINE | C. FABRICATE | % DEFECT | Apr '17 | 0.024 | 0.024 | 0.021 | 0.025 | May '17 | 0.026 | 0.028 | 0.027 | 0.027 | Jun '17 | 0.025 | 0.023 | 0.022 | 0.025 | Jul '17 | 0.028 | 0.029 | 0.029 | 0.029 | Aug '17 | 0.030 | 0.030 | 0.029 | 0.029 | Sep '17 | 0.027 | 0.027 | 0.026 | 0.026 | Oct '17 | 0.028 | 0.029 | 0.028 | 0.028 | Nov '17 | 0.025 | 0.027 | 0.026 | 0.026 | Dec '17 | 0.028 | 0.029 | 0.029 | 0.029 | Jan '18 | 0.025 | 0.026 | 0.026 | 0.026 | Feb '18 | 0.027 | 0.028 | 0.027 | 0.027 | BULAN | A. PRODUKSI | B. TOTAL DEFECT | % DEF | Jan '17 | 0.014 | 0.016 | 0.015 | Feb '17 | 0.014 | 0.017 | 0.015 | Mar '17 | 0.016 | 0.019 | 0.017 | Apr '17 | 0.017 | 0.019 | 0.017 | May '17 | 0.015 | 0.017 | 0.015 | Jun '17 | 0.015 | 0.017 | 0.015 | Jul '17 | 0.016 | 0.018 | 0.017 | Aug '17 | 0.017 | 0.018 | 0.017 | Sep '17 | 0.014 | 0.016 | 0.014 | Oct '17 | 0.014 | 0.016 | 0.014 | Nov '17 | 0.014 | 0.016 | 0.014 | Dec '17 | 0.016 | 0.017 | 0.015 | Jan '18 | 0.014 | 0.016 | 0.014 | Feb '18 | 0.014 | 0.016 | 0.014 |
| BULAN | A. PRODUKSI | B. ABS LINE | C. FABRICATE | % DEFECT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apr '17 | 0.024 | 0.024 | 0.021 | 0.025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May '17 | 0.026 | 0.028 | 0.027 | 0.027 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jun '17 | 0.025 | 0.023 | 0.022 | 0.025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jul '17 | 0.028 | 0.029 | 0.029 | 0.029 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aug '17 | 0.030 | 0.030 | 0.029 | 0.029 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep '17 | 0.027 | 0.027 | 0.026 | 0.026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct '17 | 0.028 | 0.029 | 0.028 | 0.028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov '17 | 0.025 | 0.027 | 0.026 | 0.026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec '17 | 0.028 | 0.029 | 0.029 | 0.029 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan '18 | 0.025 | 0.026 | 0.026 | 0.026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb '18 | 0.027 | 0.028 | 0.027 | 0.027 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BULAN | A. PRODUKSI | B. TOTAL DEFECT | % DEF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan '17 | 0.014 | 0.016 | 0.015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb '17 | 0.014 | 0.017 | 0.015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar '17 | 0.016 | 0.019 | 0.017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apr '17 | 0.017 | 0.019 | 0.017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May '17 | 0.015 | 0.017 | 0.015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jun '17 | 0.015 | 0.017 | 0.015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jul '17 | 0.016 | 0.018 | 0.017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aug '17 | 0.017 | 0.018 | 0.017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep '17 | 0.014 | 0.016 | 0.014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct '17 | 0.014 | 0.016 | 0.014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov '17 | 0.014 | 0.016 | 0.014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec '17 | 0.016 | 0.017 | 0.015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan '18 | 0.014 | 0.016 | 0.014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb '18 | 0.014 | 0.016 | 0.014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Agar tidak terjadi defect yang sama yang di timbulkan karena chenge point (bila penanggulangan permanent tidak bisa di lakukan maka berikan pendidikan kepada operator di setiap shift)</p> | <p>Untuk menemukan langkah-langkah pencegahan measures di laksanakan dengan benar.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Human Resource Development

9) Melist-up pekerjaan (skill)

SW

Jap

Eng.

Ind.

Des.

Std.

Content Evidence

| | SILVER | GOLD |
|---|--|--|
| ① 作業毎に、必要な技能を把握している * 作業（工程）習得状況 * 技能習得状況（技能育成シートなど） | ① 作業毎に、必要な技能を把握している * 作業（工程）習得状況 * 技能習得状況（技能育成シートなど） | ① 作業毎に、必要な技能を把握している * 作業（工程）習得状況 * 技能習得状況（技能育成シートなど） |
| ① Grasp necessary skills for each element work ▪ Status of each member's work (process) acquisition ▪ Status of each member's skill acquisition (skill development sheet) | ① Grasp necessary skills for each element work ▪ Status of each member's work (process) acquisition ▪ Status of each member's skill acquisition (skill development sheet, etc) | ① Grasp necessary skills for each element work ▪ Status of each member's work (process) acquisition ▪ Status of each member's skill acquisition (skill development sheet, etc) |
| ① Memahami keahlian yang di perlukan untuk tiap emelent kerja. ▪ Status dari tiap pekerjaan operator ▪ Status skill dari tiap2 operator (Skill Development Sheet,.) | ① Memahami keahlian yang di perlukan untuk tiap emelent kerja. ▪ Status dari tiap pekerjaan operator ▪ Status skill dari tiap2 operator (Skill Development Sheet,.) | ① Memahami keahlian yang di perlukan untuk tiap emelent kerja. ▪ Status dari tiap pekerjaan operator ▪ Status skill dari tiap2 operator (Skill Development Sheet,.) |
| ①-1 Pencapaian status dari masing2 pekerjaan (process) tervisualisasikan. | ①-1 Pencapaian status dari masing2 pekerjaan (process) tervisualisasikan. | ①-1 Pencapaian status dari masing2 pekerjaan (process) tervisualisasikan. |

- Penguasaan skill member terhadap proses sudah di ketahui.

TANOKO SHEET

LC : Licency/Skill Khusus

CR : Critical Pos

NR : Normaly Pos

FR : Friendly Pos

- Mengerti level pengetahuan/ skill operator sehingga mereka harus di kembangkan agar tidak ada dampak pada SW bila ada perubahan terhadap operator.

- Untuk memahami kondisi perolehan pekerjaan individu

9) Melist-up pekerjaan (skill)

SW

Jap

Eng.

Ind.

Des.

Standard

Content Evidence

| | SILVER | GOLD |
|--|--|--|
| ①作業毎に、必要な技能を把握している *作業（工程）習得状況 * 技能習得状況(技能育成シートなど) | ①作業毎に、必要な技能を把握している *作業（工程）習得状況 * 技能習得状況(技能育成シートなど) | ①作業毎に、必要な技能を把握している *作業（工程）習得状況 * 技能習得状況(技能育成シートなど) |
| ① Grasp necessary skills for each element work ▪ Status of each member's work (process) acquisition ▪ Status of each member's skill acquisition (skill development sheet) | ① Grasp necessary skills for each element work ▪ Status of each member's work (process) acquisition ▪ Status of each member's skill acquisition (skill development sheet, etc) | ① Grasp necessary skills for each element work ▪ Status of each member's work (process) acquisition ▪ Status of each member's skill acquisition (skill development sheet, etc) |
| ① Memahami keahlian yang di perlukan untuk tiap emelent kerja. ▪ Status dari tiap pekerjaan operator ▪ Status skill dari tiap2 operator (Skill Development Sheet,) | ① Memahami keahlian yang di perlukan untuk tiap emelent kerja. ▪ Status dari tiap pekerjaan operator ▪ Status skill dari tiap2 operator (Skill Development Sheet,) | ① Memahami keahlian yang di perlukan untuk tiap emelent kerja. ▪ Status dari tiap pekerjaan operator ▪ Status skill dari tiap2 operator (Skill Development Sheet,) |
| ①-2 Pencapaian status dari masing-masing skill tervisualisasikan. - Memperbaiki Skill Developemnt untuk Masing-Masing Individu dan di Record ke TANOKO Sheet sesuai dengan Skill yang ada. - Update Minimum 1 Tahun 2 kali | ①-2 Status aquisisi skill individu sudah di visualisasikan | ①-2 Status aquisisi skill individu sudah di visualisasikan |

SKILL DEVELOPMENT SHEET

| INDIVIDU | |
|----------|----------|
| LEMBAR-1 | LEMBAR-2 |

TANOKO SHEET

| KONDISI SKILL MACHINING | |
|---------------------------|---|
| PT_TMMIN | Schedule Training |
| OPERATION SCHEDULE | Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec |
| Planning | Actual |
| Preparation skill level 4 | Problem & Countermeasure |
| Training | Training Type - 3 : Skill |

- Operator/TM bisa mengerti keahlian sendiri.
- Untuk memahami keterampilan masing-masing anggota

9) Melist-up pekerjaan (skill)

SW

Jap

Eng.

Ind.

Des.

Std

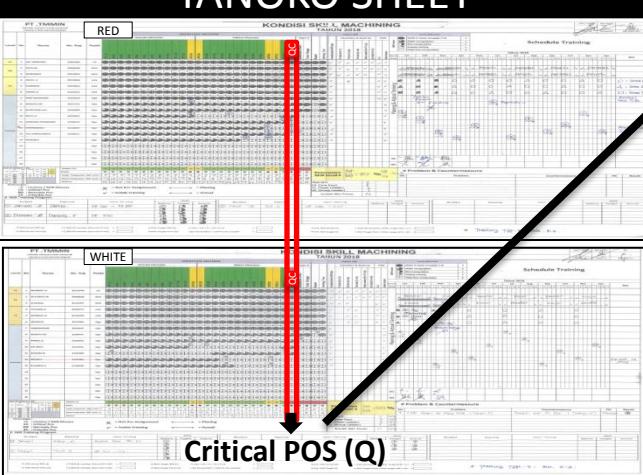
Content Evidence

| | SILVER | GOLD |
|--|--|--|
| ② 作業や技能を認定(指名)する、仕組みがある(重要工程など) | ② 作業や技能を認定(指名)する、仕組みがある(重要工程など) | ② 作業や技能を認定(指名)する、仕組みがある(重要工程など) |
| ② Have a system to certify the work and skills. (critical process, etc.) | ② Have a system to certify the work and skills. (critical process, etc.) | ② Have a system to certify the work and skills. (critical process, etc.) |
| ② Mempunyai system sertifikasi pekerjaan dan keahlian (proses kritis, etc) | ② Mempunyai system sertifikasi pekerjaan dan keahlian (proses kritis, etc) | ② Mempunyai system sertifikasi pekerjaan dan keahlian (proses kritis, etc) |
| ② Operator yang bersertifikat di visualisasikan. (kalau OK mereka akan di cek apakah sertifikatnya di tempel di papan di tempat kerja) | ② Operator yang bersertifikat di visualisasikan. (kalau OK mereka akan di cek apakah sertifikatnya di tempel di papan di tempat kerja) | ② Operator yang bersertifikat di visualisasikan. (kalau OK mereka akan di cek apakah sertifikatnya di tempel di papan di tempat kerja) |
| - Ada System untuk menentukan member yang di trainingkan dan evaluasi (Tanoko) dan tervisualisasi | - | Bukti (Evident) Training Skill Khusus Critical Proces Seperti (Eva. Trining SW, OPL, Certifikat, etc). |

ROLE SERTIFIKASI PEKERJAAN KHUSUS (CRITICAL PROCESS)



TANOKO SHEET



PROCESS INDICATION

| PROCESS INDICATION | |
|--------------------|---------------------|
| RED | WHITE |
| LINE HEAD AGUS S | LINE HEAD SITIYAH |
| GROUP HEAD SEPTIA | GROUP HEAD A.SAZIAH |
| GROUP HEAD MIHRABO | GROUP HEAD SRIWATMI |
| LINE GUY MAHMOUD | LINE GUY RAHMAT |
| LINE GUY ANDI | LINE GUY YUDHO B |

ATTACHMENT GOLD LEVEL BUKTI TRAINING

- Pekerjaan yang dilakukan oleh operator yang bersertifikat dapat mengurangi

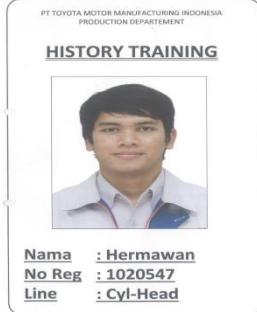
ATTACHMANT GOLD LEVEL BUKTI TRAINING

SW

PROCESS INDICATION

| PROCESS INDICATION | | RED | | WHITE | |
|--------------------|---------|-----------|----------|------------|----------|
| Q | QUALITY | LINE HEAD | LINE GUY | LINE HEAD | LINE GUY |
| AIR WINDING | | | | | |
| GROUP HEAD | REEDU | OPERATOR | RAHMAT.H | LINE HEAD | TATANGA |
| GROUP HEAD | SEPTIA | OPERATOR | A.SAZALI | GROUP HEAD | WAWUH.M |
| WAWUH | | | | | |
| LINE GUY | PARMAN | OPERATOR | M.SURYA | GROUP HEAD | SRI DEVI |
| LINE GUY | ANNUKA | OPERATOR | IRFANIE | LINE GUY | RANDHA |
| LINE GUY | JENNY | OPERATOR | RAHMAT.K | LINE GUY | KHENDI |

COVER



HISTORY TRAINING

| HISTORY TRAINING | | Department | PRODUKSI | Tgl Masuk | I | II | III | IV | V |
|------------------|-----------------------|---------------|--------------------------|-----------|------------|---------------|---------------|----|---|
| Name | Hermawan Dwi Sustanto | Line | PRODUKSI | Trainer | Status | Hesil | Paraf Trainer | | |
| Nomor | : 1020547 | Item Training | Target | Tempat | Dulu Pakai | Gamma PC | | | |
| | | | 1. Volumetrik | Asli | Y | Cylinder Head | | | |
| | | | 2. Cuci E. Iku Verconer | Asli | Y | Verconer | | | |
| | | | 3. Saku | Asli | Y | Verconer | | | |
| | | | 4. Melakukan Uji Kejepit | Asli | Y | Verconer | | | |
| | | | 5. Verifikasi | Asli | Y | Verconer | | | |
| | | | 6. Cuci | Asli | Y | Verconer | | | |
| | | | 7. Pengecekan | Asli | Y | Verconer | | | |
| | | (QC) | | | | | | | |
| | | | 8. Basahi | Asli | Y | Verconer | | | |
| | | | 9. Basahi | Asli | Y | Verconer | | | |

EVALUASI TRAINING SW

Evaluasi Training SW

PT. TIMIN
Edu. Production
Dept. Production

Training: Evaluasi Training SW

Date: 2015-08-21

Line: Cylinder Head R-NR

1. Evaluasi

- Pelajar Posisi (SP, EB, DL)
- Analisa Kesiapan Kerja
- Mengerti Kesiapan Kerja
- Melakukan Ujian Kerja (Sebuah 1, 2, 3 dan benar)

2. Element Work/SOP/EIS

| Line | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
|--------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Latihan / Practice | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

3. Quality

4. Check area (kiri/hulu)

5. Check area (kanan/tailing)

6. Check area (atas/bawah)

7. Check area (depan/atas)

8. Check area (atas/tailing)

9. Check area (atas/bawah)

10. Check area (atas/tailing)

11. Check area (atas/bawah)

12. Check area (atas/tailing)

13. Check area (atas/bawah)

14. Palas Tumbuh 100% int.

15. Check H4.L1 int.0.5 int.0.1

16. Check H4.L2 int.0.5 int.0.1

17. Check H4.L3 int.0.5 int.0.1

18. Check H4.L4 int.0.5 int.0.1

19. Check H4.L5 int.0.5 int.0.1

20. Check H4.L6 int.0.5 int.0.1

21. Check H4.L7 int.0.5 int.0.1

22. Check H4.L8 int.0.5 int.0.1

23. Check H4.L9 int.0.5 int.0.1

24. Check H4.L10 int.0.5 int.0.1

25. Check H4.L11 int.0.5 int.0.1

26. Check H4.L12 int.0.5 int.0.1

27. Check H4.L13 int.0.5 int.0.1

28. Check H4.L14 int.0.5 int.0.1

29. Check H4.L15 int.0.5 int.0.1

30. Check H4.L16 int.0.5 int.0.1

31. Check H4.L17 int.0.5 int.0.1

32. Putar Tumbuh 100% int.

33. Check area (atas/bawah)

34. Check area (atas/tailing)

35. Check area (atas/bawah)

36. Check area (atas/tailing)

37. Check area (atas/bawah)

38. Check area (atas/tailing)

39. Check area (atas/bawah)

40. Check area (atas/tailing)

41. Check area (atas/bawah)

42. Check area (atas/tailing)

43. Check area (atas/bawah)

44. Check area (atas/tailing)

45. Check area (atas/bawah)

46. Check area (atas/tailing)

47. Check area (atas/bawah)

48. Check area (atas/tailing)

49. Check area (atas/bawah)

50. Check area (atas/tailing)

Total: 78 / 82

INITIAL CONTROL SHEET

Initial Control Sheet*

(*Follow Sheet untuk orang yang tidak pengalaman)

QC HERMAWAN No Reg: 1020547

| Line | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| QC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| Pengetahuan | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | |
| Bahan | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| Alat | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | |

Dikonfirmasi oleh Instruktur kerja

2. Kondisi Kesehatan Karyawan.

3. Pengukuran Item Safety

4. Check penempakan

5. Item check

6. EVALUASI

Certifikat Quality Check

Initial Control Sheet:

- Check Kesehatan
- Quality
- Dan follow up pekerjaan selama 3 Bulan

TRAINING CERTIFICATION



Diberikan kepada sdr / sdi :

Hermawan
NOREG - 1020547

karena telah menyelesaikan program pelatihan keterampilan
FUNDAMENTAL SKILL dengan materi training :

" QUALITY CHECK "

yang diselenggarakan oleh DOJO MACHINING dengan kurikulum pelatihan:
✓ Pengembangan Tentang Quality Check Standar (QCS)
✓ Basic Skill Alat Check
✓ Basic Skill Quality Check (Dasar Pencekusan)
✓ Implementasi Quality Check



Jap

Eng.

Ind.

Des.

Std

Content Evidence

| | SILVER | GOLD |
|--|---|---|
| Jap | ① レベルや重要度に応じた教育訓練に、目標を持って計画的に実施している | ① レベルや重要度に応じた教育訓練に、目標を持って計画的に実施している |
| Eng. | ① Implement trainings systematically according to each level and priority. | ① Implement trainings according to each level and priority after setting target. |
| Ind. | ① Menerapkan training secara sistematis sesuai dengan prioritas setiap level. | ① Menerapkan training sesuai dengan prioritas tiap level setelah setting target. |
| Des. | ①-1 # pekerjaan (proses) penting yang harus dijalankan sudah dipahami. | ①-1 Ratio member yang dapat mengerjakan semua pekerjaan (proses) sudah lebih dari 30% Berlangsung selama 6 bulan selama pengembangan) |
| Std | - Target di tentukan 10% dari total Pos | - 30% dari semua pos member harus sudah menguasai semua Pos. |
| <p>TANOKO SHEET</p> <p>30% dari semua pos member harus sudah menguasai semua Pos.</p> <p>*Rumus :</p> <p>(Total member full Level 4/Total member)*100% =...</p> | | |
| <p>Untuk mendidik supaya tidak menghalangi pengelolaan line, untuk me level-up personil & support terhadap perubahan gerak produksi</p> | | |

Jap

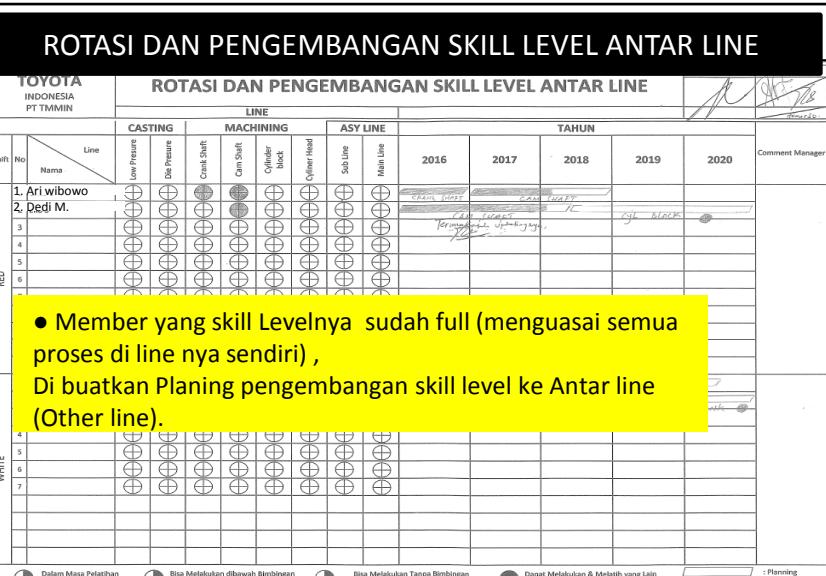
Eng.

Ind.

Des.

Std

Content Evidence

| | SILVER | GOLD |
|------|--|---|
| Jap | ① レベルや重要度に応じた教育訓練に、目標を持って計画的に実施している | ① レベルや重要度に応じた教育訓練に、目標を持って計画的に実施している |
| Eng. | ① Implement trainings systematically according to each level and priority. | ① Implement trainings according to each level and priority after setting target. |
| Ind. | ① Menerapkan training secara sistematis sesuai dengan prioritas setiap level. | ① Menerapkan training sesuai dengan prioritas tiap level setelah setting target. |
| Des. | ①-2 Mempunyai Target dari apa saja pekerjaan yang ada, berapa jumlah member yang di butuhkan dan kapan target tersebut harus tercapai. Kondisi Target dan aktual penguasaan proses. • Jika pencapaian kurang(-) harus dibuat planing trainingnya. • Apabila sudah tercapai (+) buat Planing training untuk skill up Member. | ①-2 Setidaknya satu orang trainer yang bisa mengajar semua pekerjaan di group (Line) nya sendiri juga menguasai skill di group (Line) lain. (Bisa mengerjakan pekerjaan regular untuk semua process di line yang lain). • Member yang skill Levelnya sudah full (menguasai semua proses di line nya sendiri) , Di buatkan Planing pengembangan skill level ke Antar line (Other line). |
| Std | <p>TANOKO SHEET</p> <ul style="list-style-type: none"> • Jika pencapaian kurang(-) harus dibuat planing trainingnya. • Apabila sudah tercapai (+) buat Planing training untuk skill up Member. | <p>ROTASI DAN PENGEMBANGAN SKILL LEVEL ANTAR LINE</p>  <ul style="list-style-type: none"> • Member yang skill Levelnya sudah full (menguasai semua proses di line nya sendiri) , Di buatkan Planing pengembangan skill level ke Antar line (Other line). |

10) Level up SKILL

SW

Jap

Eng.

Ind.

Des.

Std

Content Evidence

| | SILVER | GOLD |
|-----|---|------|
| ① | ① レベルや重要度に応じた教育訓練に、目標を持って計画的に実施している | |
| ① | ① Implement trainings systematically according to each level and priority. | |
| ① | ① Menerapkan training secara sistematis sesuai dengan prioritas setiap level. | |
| ①-3 | ①-3 Training di Lakukan Tanpa Delly | |

Planing Training Dapat di laksanakan tanpa terlambat(Delly)

*Apabila terjadi terlambat(Delly) di Reschedule dan di Beri comment penyebabnya dan ada ttd s/d Manager

TANOKO SHEET

| KONDISI SKILL MACHINING TAHUN 2018 | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|-----|-----------------|----------|--------|-------------------|-----|----------------|-------------------|------|-------|-----------|------|-------|-----|-------|------|---|---|---|---|---|---|---|---|
| Level | No. | Name | No. Reg | Posisi | OPERATION MACHINE | | | SCHEDULE TRAINING | | | Signature | | | | | | | | | | | | | |
| | | | | | ROUGH PROCESS | | FINISH PROCESS | Type II | Date | Month | | Year | Shift | Day | Month | Year | | | | | | | | |
| SR | 1 | ABC WERKSTAD | 04000001 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 2 | CRD'S AV | 04000002 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 3 | WATHAWORN | 04000003 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 4 | ANNEE JJ | 04000004 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 5 | PRABMASRI | 04000005 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 6 | AMNEE A | 04000006 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 7 | JANIP SEJARAH | 04000007 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 8 | WIRYONO CP | 04000008 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 9 | MURSYAHIDAH | 04000009 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 10 | KOPTIA | 04000010 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 11 | DMANDI PRASANTO | 04000011 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 12 | CHEWANU | 04000012 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 13 | PULU RENDAH | 04000013 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 14 | PRAZEN | 04000014 | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 15 | | | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 16 | | | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 17 | | | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SR | 18 | | | Op | (1) | (2) | (3) | (4) | (5) | (6) | (7) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Sesuai Planing

Delly

Planing

Actual

Comment

Dapat melaksanakan tanpa terlambat(Delly)

*Apabila terjadi terlambat(Delly) di Reschedule dan di Beri comment penyebabnya dan ada ttd s/d Manager

Jap

Eng.

Ind.

Des.

Std

Content Evidence

SILVER

GOLD

① レベルや重要度に応じた教育訓練に、目標を持って計画的に実施している

① Implement trainings systematically according to each level and priority.

① Menerapkan training secara sistematis sesuai dengan prioritas setiap level.

①-4 Perencanaan HRD di persiapkan untuk mendekelop Trainer-trainer yang mampu mengajar seluruh proses pekerjaan dengan jumlah 30% atau lebih dari jumlah total member di group (Line) <Evaluation Level 4 in skill development sheet dll)

-Setidaknya 1 Orang Trainer dengan Kriteria di atas di rencanakan u/ Mengikuti Training.

30% dari semua pos member harus sudah menguasai semua Proses.

- Member yang skill Levelnya sudah full (menguasai semua proses di line nya sendiri),
Di buatkan Planing pengembangan skill level ke Antar line (Other line).

TANOKO SHEET

ROTASI DAN PENGEMBANGAN SKILL LEVEL ANTAR LINE

30% dari semua pos member harus sudah menguasai semua Proses.

- Member yang skill Levelnya sudah full (menguasai semua proses di line nya sendiri),
Di buatkan Planing pengembangan skill level ke Antar line (Other line).

- Untuk mengembangkan operator agar tidak menyebabkan Oprasi saat line beroprasi. (Persiapan untuk bila terjadi perubahan produksi secara tiba2 & Man power fluctuation)
- Tindakan terhadap perubahan produksi dan peningkatan tingkat individu
- Untuk menanggapi perubahan terhadap struktur tempat kerja yang di sebabkan oleh penurunan Produksi operator di harapkan perlu untuk mengembangkan Zona kerja atau keahlian
- Perluasan area ke ahlian dari tiap2 member agar mampu merespon penurunan produksi useperti struktur perlu menjadi lebih kecil (Small-Scale Line)



SAFETY ACTIVITY (RANK DOWN)

SAFETY BOARD

PT TMMIN
ENGINE PRODUCTION DIVISION
PRODUCTION DEPARTEMENT



| | | | | | | |
|--|--------------------------------------|---|-------------------------------------|------------------------------------|---------------------------|---|
| HOSHIN | STRUKTUR ORGANISASI SGA RED | CATATAN TEMUAN & KOMUNIKASI SAFETY | LATIHAN MENDUGA BAHAYA (KYT) | IDEA SUGESTION | KAIZEN REPORT | EVALUASI LEVEL SAFETY |
| MAIN KPI | STRUKTUR ORGANISASI SGA WHITE | CATATAN TEMUAN & KOMUNIKASI SAFETY | LATIHAN MENDUGA BAHAYA (KYT) | IDEA SUGESTION | KAIZEN REPORT | EVALUASI LEVEL SAFETY |
| SUB KPI | WRA | MAPPING | LATIHAN MENDUGA BAHAYA (KYT) | IDEA SUGESTION | KAIZEN REPORT | MEMBER VOICE BELUM DITANGGULANGI |
| O | WRA | MAPPING | LATIHAN MENDUGA BAHAYA (KYT) | IDEA SUGESTION | KAIZEN REPORT | MEMBER VOICE BELUM DITANGGULANGI |
| W.R.A SHEET | W.R.A SHEET | W.R.A SHEET | W.R.A SHEET | W.R.A SHEET | PINDAH KE PAPAN SW | TARGET SAFETY |
| EVALUASI RESIKO TYPE 1 | EVALUASI RESIKO TYPE 3 | EVALUASI RESIKO ABNORMALITY | EVALUASI RESIKO ABNORMALITY | EVALUASI RESIKO ABNORMALITY | MEMBER VOICE | MEMBER VOICE |
| MOTTO <i>Safety!!! HD komponi... jas!!!</i> | LEMBAR EVALUASI RESIKO | EVALUASI SHEET PERPINDAHAN GERAK | KAIZEN REPORT | GRAFIK ERGONOMI | PINDAH KE PAPAN SW | PINDAH KE PAPAN SW |
| Initial Report on Significant Near Miss of Construction contractor <i>When mobility cart using lift platform, the contractor TMM was stopped on a level plate to start the most parts engine. At the moment, the most parts engine was started, the TMM was changed by safety cart in the air. No injury happened.</i> | VALUENCED SAFETY | EVALUATION SHEET "PERPINDAHAN GERAK" | KAIZEN REPORT | LIST UP MEMBER VOICE | | |
| LINK TO STANDARD WORK ACTIVITY | LEMBAR EVALUASI RESIKO | EVALUATION SHEET "PERPINDAHAN GERAK" | KAIZEN REPORT | GRAFIK ERGONOMI | PINDAH KE PAPAN SW | PINDAH KE PAPAN SW |

11) Mengimplementasikan risk assessment/reduction/ management

SW

Jap

Eng.

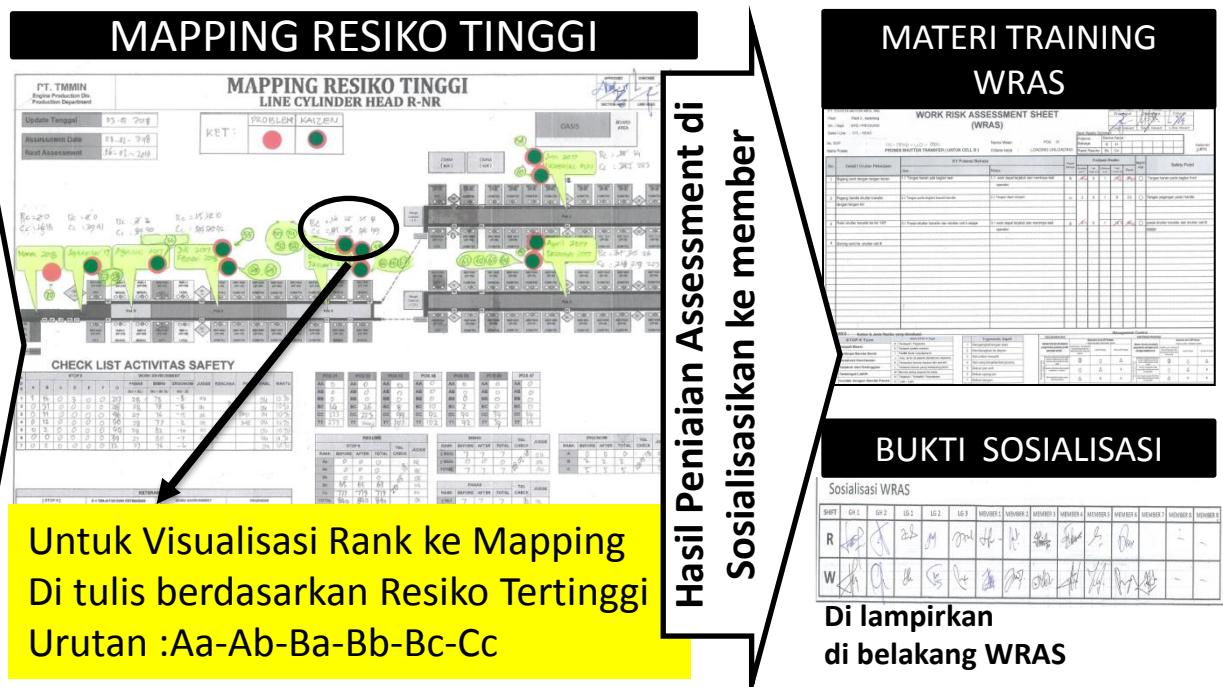
Ind.

Des.

Std

Content Evidence

| | SILVER | GOLD |
|--|--|--|
| ①全ての作業(異常処置含む)の、リスク評価が完了している | ①全ての作業(異常処置含む)の、リスク評価が完了している | ①全ての作業(異常処置含む)の、リスク評価が完了している |
| ①Risk assessments of all works (incl. troubleshooting) are all completed. | ①Risk assessments of all works (incl. troubleshooting) are all completed. | ①Risk assessments of all works (incl. troubleshooting) are all completed. |
| ①Assessment Resiko untuk semua pengoprasi (termasuk trobel shooting) sudah komplit semuanya. | ①Assessment Resiko untuk semua pengoprasi (termasuk trobel shooting) sudah komplit semuanya. | ①Assessment Resiko untuk semua pengoprasi (termasuk trobel shooting) sudah komplit semuanya. |
| ① Hasil Assessment di sosialisasikan kepada seluruh member | ① Hasil Assessment di sosialisasikan kepada seluruh member | ① Hasil Assessment di sosialisasikan kepada seluruh member |
| • Semua Pekerjaan (Reguller, Low frequency, abnormality) di list up di Evaluasi resiko. • dibuat WRAS dan di Sosialisasikan ke Semua Member. (SOP & WRAS harus Clear) | | |



- Untuk membagi potensi Resiko bahaya dan problem ke semua member.
- Untuk memperbaiki kesadaran terhadap keselamatan.

CARA PEMBUATAN WRAS

SW

WRAS

STEP PEMBUATAN WRAS

- ① Pilih Kategori Stop 6
 - ② Menentukan Level kecelakan
 - ③ Menentukan Level Resiko
 - ④ Menentukan Level Countermeasure
 - ⑤ Hasil dari nomor ② ③ ④ di Total
 - ⑥ Hasilnya di Lihat di Point Evaluasi Resiko

11) Mengimplementasikan risk assessment/reduction/ management

SW

Jap

Eng.

Ind.

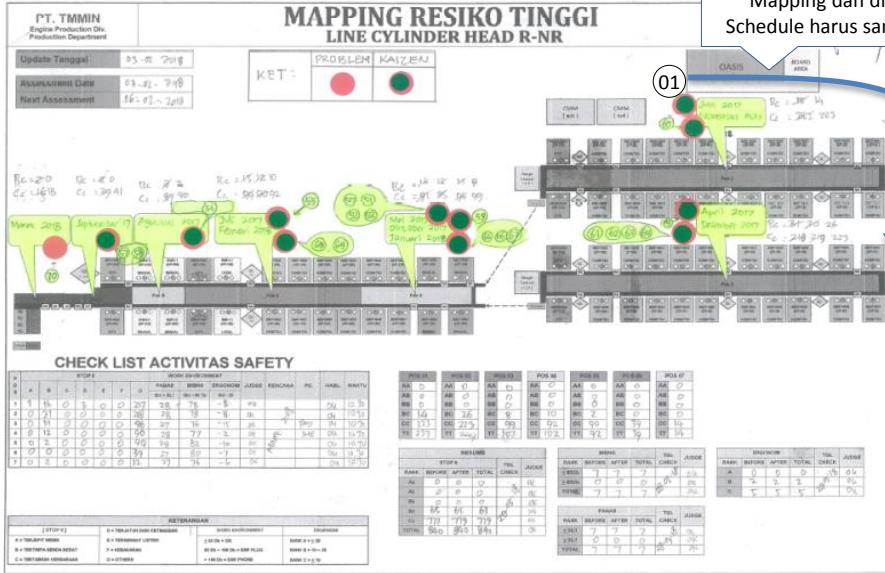
Des.

Std

Content Evidence

| | SILVER | GOLD |
|--|--|--|
| ②リスク低減活動と、残留リスク管理が実施されている | ②Risk reduction activity/Remaining risk management are implemented | ②Risk reduction activity/Remaining risk management are implemented |
| ②Aktifitas pengurangan resiko /management resiko yang tertinggal sudah di terapkan. | ②Aktifitas pengurangan resiko /management resiko yang tertinggal sudah di terapkan. | ②Aktifitas pengurangan resiko /management resiko yang tertinggal sudah di terapkan. |
| ②Aktifitas telah di jalankan sesuai rencana dan problem yang tersisa di Sosialisasikan menggunakan Peta. | ②Aktifitas telah di jalankan sesuai rencana dan problem yang tersisa di Sosialisasikan menggunakan Peta. | ②Aktifitas telah di jalankan sesuai rencana dan problem yang tersisa di Sosialisasikan menggunakan Peta. |
| <ul style="list-style-type: none"> Buat Schedule Penurunan Rank Down Activity (Penanggulangan Rank down aktivity berdasarkan priority Rank tertinggi.) Jika sudah di lakukan kaizen penurunan rank down di Update di Mapping Resiko tertinggi. | | |

MAPPING RESIKO TINGGI



SCHEDULE RANK DOWN ACTIVITY

| PT. TMMIN Engine Plant Department Produksi Line Cylinder Head R-NR | | | | Schedule Rank Down Activity | | | Buat Planing | | | Aspek Bahaya Rank Judg | | |
|--|-------------|--------------------------------------|---------|--|--|--|--------------|--|--|------------------------|--|--|
| No | NO Machine | Nama Kerja | No WRAB | Problem Urutan Kerja | Coutermeasure | | | | | | | |
| 01 | R/D 4A | Proses Back Drop 4A | 0020 | Proses work station melebihi waktu | Blow nozzle segera front dan back drop | | | | | | | |
| 02 | R/D 1C | Proses Back Drop 1C | 0025 | Dasar work station melebihi waktu | Blow nozzle segera front dan back drop | | | | | | | |
| 03 | ↑ | ↑ | ↑ | Pular ke kanan saat terjadi cepsat | Senja pular counter segera back drop | | | | | | | |
| 04 | Manual | Proses back proses FR (2 sec) | 0124 | Lepas impact ketika cepat dalam proses | Improve braket gantungan mesin | | | | | | | |
| 05 | Manual | Proses plong high FR (1 sec) | 0125 | Lepas impact ketika cepat dalam proses | Improve braket gantungan mesin | | | | | | | |
| 06 | Manual | Proses pipe YOTO (1 sec) | 0127 | Lepas impact ketika cepat dalam proses | Improve bracket gantungan mesin | | | | | | | |
| 07 | Manual | Proses pipe pinter br posisi (2 sec) | 0130 | Lepas impact ketika cepat dalam proses | Improve bracket gantungan mesin | | | | | | | |
| 08 | Manual | Proses back proses FR (2 sec) | 0160 | Lepas impact ketika cepat dalam proses | Improve bracket gantungan mesin | | | | | | | |
| 09 | Manual | Proses plong high FR (1 sec) | 0161 | Lepas impact ketika cepat dalam proses | Improve bracket gantungan mesin | | | | | | | |
| 10 | Manual | Proses back proses FR (1 sec) | 0162 | Lepas impact ketika cepat dalam proses | Improve bracket gantungan mesin | | | | | | | |
| 11 | IMAT 003 | PROSES DAL IMAT C03+Keripikus Nasi | 0163 | Lepas impact ketika cepat dalam proses | Improve bracket gantungan mesin | | | | | | | |
| 12 | ↑ | ↑ | ↑ | Melakukan relokasi titik posisi dengan menjauhkan titik posisi | Senja titik posisi | | | | | | | |
| 13 | ↑ | ↑ | ↑ | ↑ | ↑ | | | | | | | |
| 14 | IMAT 003 | PROSES DAL IMAT C03+Keripikus Nasi | 0164 | ↑ | ↑ | | | | | | | |
| 15 | Manual | Tool YOTO | 0165 | ↑ | ↑ | | | | | | | |
| 16 | Robot | Pular L | 0166 | ↑ | ↑ | | | | | | | |
| 17 | Impact area | Pasing | 0167 | ↑ | ↑ | | | | | | | |
| 18 | ↑ | Pasing | 0168 | ↑ | ↑ | | | | | | | |
| 19 | Robot | Pasing Muat Tinggi | 0169 | ↑ | ↑ | | | | | | | |
| 20 | ↑ | Pasing Pipe YOTO (1 sec) | 0170 | ↑ | ↑ | | | | | | | |
| 21 | ↑ | Pasing Bentuk Posisi In | 0171 | ↑ | ↑ | | | | | | | |

Jika sudah di lakukan kaizen penurunan rank down di Update di Mapping Resiko tertinggi.

Penanggulangan Rank down aktivity berdasarkan priority Rank tertinggi.

- Untuk membagi potensi Resiko bahaya dan problem ke semua member.
- Untuk memperbaiki kesadaran terhadap keselamatan.

11) Mengimplementasikan risk assessment/reduction/ management

SW

Std
Des.
Ind.
Eng.
Jap

Content Evidence

SILVER

GOLD

③安全に対する、「課目標」が達成されている

③安全に対する、「グローバル目標」が達成されている

③Safety "Section target" is met.

③Safety "Global target" is met.

③ Safety untuk target seksi sudah selesai

③ Safety untuk target Global sudah selesai

③ Target dari section mengenai mengenai risk down/accident/injures telah tercapai

③ Zero untuk semua kcelakaan/sakit karena kerja /pekerjaan Rank A yang berhubungan dengan pekerjaan
(Management Resiko residual u/ pekerjaan Rank A harus di terapkan) Award Gold akan di hapus kecuali Kondisi ini di jaga selama 12 Bulan

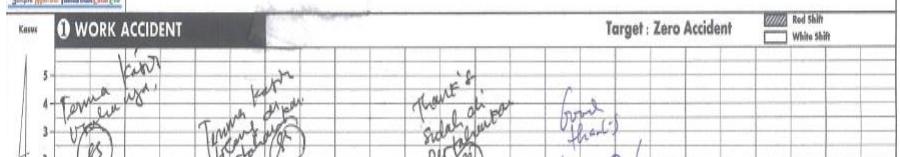
- Tidak boleh terjadi kecelakaan semala 6 Bulan. (WORK & TRAFIC ACCIDENT)

- Tidak boleh terjadi kecelakaan semala 12Bulan.
- Tidak ada Sakit yang di Akibatkan karena pekerjaan



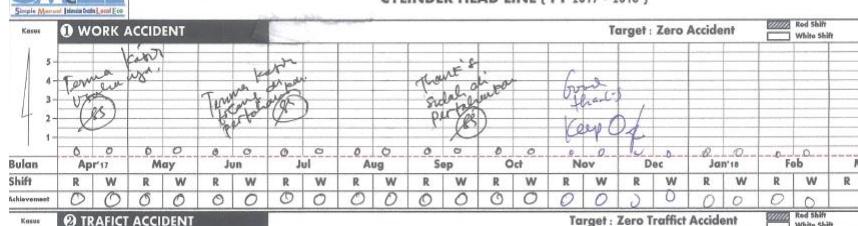
WORK ACCIDENT, TRAFFIC ACCIDENT DAN PENYAKIT AKIBAT ERGONOMY

CYLINDER HEAD LINE [FY 2017 - 2018]

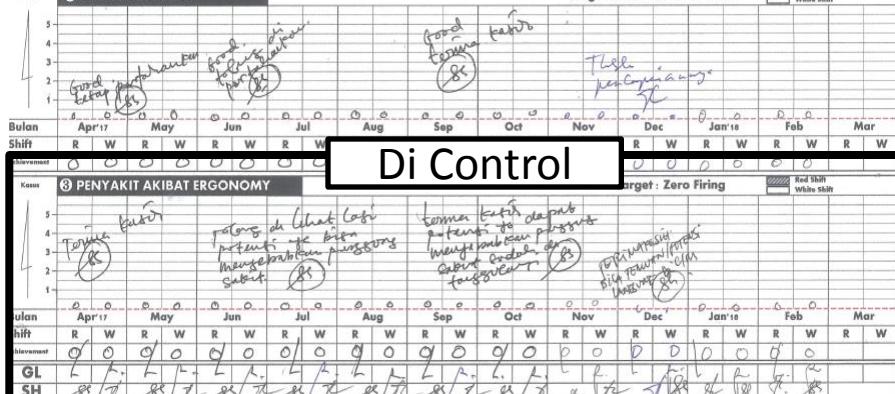


WORK ACCIDENT, TRAFFIC ACCIDENT DAN PENYAKIT AKIBAT ERGONOMY

CYLINDER HEAD LINE [FY 2017 - 2018]



Di Control



Untuk menciptakan tempat kerja yang aman

12) SAFETY CHECK LIST

SW

Jap Eng. Ind. Des. Std

Content Evidence

| | SILVER | GOLD |
|---|--|---|
| 12) ①安全活動チェックリスト「評価S」が全て〇 | 12) ①All "Evaluation S" items of the Safety activity check sheet must be passed. | 12) ①All "Evaluation G" items of the Safety activity check sheet must be passed. |
| 12) ① Semua item "Evaluasi S" pada Form Pengecheckan aktiitas Safety harus lulus. | | 12) ① Semua item "Evaluasi S" pada Form Pengecheckan aktiitas Safety harus lulus. |
| Di implementasikan menggunakan Metode yang optimum sesuai dengan Plant/Affiliate yang ada | | Menerapkan cara optimal untuk pmt/perusahaan afiliasi |

• Semua Klausul harus terpenuhi

SAFETY CHECK LIST

| Check List Aktivitas Safety | | | | |
|---------------------------------------|------------------------------|---|---|-------------|
| Kategori | Bobot | Kegiatan | | |
| Uraian Aktivitas | Syarat-syarat yang mendukung | 1. Ada manajemen perekonomian yang memadai dan prosesnya operasional | 是 | Keterangan: |
| | | 2. Adequate financial management and its processes are operational | 是 | |
| | | 3. Adequate financial management and its processes are operational | 是 | |
| | | 4. Adakah yang mendukung kesiapan kerja bagi lingkungan kerja dan teknologi yang dibutuhkan untuk melaksanakan kerja? | 是 | |
| | | 5. Kesiapan teknologi yg dibutuhkan dg lingkungan kerja dan teknologi yang dibutuhkan untuk melaksanakan kerja? | 是 | |
| | | 6. Sesuai kebutuhan yg berkembang dg perkembangan kerja ditindaklakukan | 是 | |
| | | 7. Jenis kerjanya ditindaklakukan secara akurasi dan teliti | 是 | |
| | | 8. Jenis kerjanya ditindaklakukan secara akurasi dan teliti | 是 | |
| | | 9. Jenis kerjanya ditindaklakukan secara akurasi dan teliti | 是 | |
| | | 10. Pekerjaan pengawas kerja dilakukan dengan baik | 是 | |
| Kemampuan Efisiensi | Syarat-syarat yang mendukung | 11. Standar Risk Assessment sihat untuk STOP & Go | 是 | Keterangan: |
| | | 12. Adequate risk prevention methods are used | 是 | |
| | | 13. Adequate risk prevention methods are used | 是 | |
| | | 14. Pengalaman terhadap teknologi konversi teknis adalah atau lebih | 是 | |
| | | 15. Jenis kerjanya ditindaklakukan secara akurasi dan teliti | 是 | |
| | | 16. Jenis kerjanya ditindaklakukan secara akurasi dan teliti | 是 | |
| | | 17. Risk Assessment / Ergonomics | 是 | |
| | | 18. Risk Assessment / Ergonomics | 是 | |
| | | 19. Adequate risk prevention methods are used | 是 | |
| | | 20. Risiko teknologi lingkungan kerja yang dibutuhkan benar | 是 | |
| Risiko Kerja | Syarat-syarat yang mendukung | 21. Risiko operasi kerja A diberlakukan pada proses | 是 | Keterangan: |
| | | 22. Pengelolaan risiko kerja berdasarkan metrik yang tepat | 是 | |
| | | 23. Standar Risk assessment sihat untuk Ergonomics | 是 | |
| | | 24. Risiko teknologi lingkungan kerja yang dibutuhkan benar | 是 | |
| | | 25. Risk Assessment / Ergonomics | 是 | |
| | | 26. Risk Assessment / Ergonomics | 是 | |
| | | 27. Risk Assessment / Ergonomics | 是 | |
| | | 28. Adequate risk prevention methods are used | 是 | |
| | | 29. Jenis kerjanya dilakukan oleh ahli | 是 | |
| | | 30. Target pengangguran reaksi kerja jelas | 是 | |
| Peningkatan dan Pengembangan Kualitas | Syarat-syarat yang mendukung | 31. Langkah-langkah pengembangan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | Keterangan: |
| | | 32. Langkah-langkah pengembangan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 33. Risiko pengembangan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 34. Adequate planning teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 35. Peta pelanting teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 36. Pelatihan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 37. Adequate recruitment | 是 | |
| | | 38. Rencana kerja yang mendukung dengan rencana, dan rincianya harus diberitahukan | 是 | |
| | | 39. Adequate planning untuk evaluasi dan tata pelaksanaan untuk penyelesaian | 是 | |
| | | 40. Adequate planning untuk evaluasi dan tata pelaksanaan untuk penyelesaian | 是 | |
| Evaluasi dan Pelaksanaan | Syarat-syarat yang mendukung | 41. Evaluasi teknik dilakukan untuk setiap operasi | 是 | Keterangan: |
| | | 42. Evaluasi teknik dilakukan untuk setiap operasi | 是 | |
| | | 43. Pengalaman dan pengetahuan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 44. Peningkatan teknologi kerja dilakukan untuk mencapai tujuan organisasi | 是 | |
| | | 45. Peningkatan teknologi kerja dilakukan untuk mencapai tujuan organisasi | 是 | |
| | | 46. Planning untuk penilaian teknologi kerja efektif dan efisien, sebaiknya dilakukan oleh ahli | 是 | |
| | | 47. Planning untuk penilaian teknologi kerja efektif dan efisien, sebaiknya dilakukan oleh ahli | 是 | |
| | | 48. Pengalaman teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 49. Orang target pengembangan identifikasi | 是 | |
| | | 50. Pengembangan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| Implementasi dan Pengembangan | Syarat-syarat yang mendukung | 51. Berlatih dan dilakukan pelatihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | Keterangan: |
| | | 52. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 53. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 54. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 55. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 56. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 57. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 58. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 59. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 60. Pelatihan dan latihan mengenai teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| Wewenang dan Kewajiban | Syarat-syarat yang mendukung | 61. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | Keterangan: |
| | | 62. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 63. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 64. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 65. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 66. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 67. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 68. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 69. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 70. Pendeklarasi teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| Pengembangan KPI | Syarat-syarat yang mendukung | 71. Target teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | Keterangan: |
| | | 72. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 73. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 74. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 75. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 76. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 77. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 78. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 79. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |
| | | 80. Kesiapan teknologi kerja yang mendukung pencapaian sasaran dan tujuan organisasi | 是 | |

**SILVER SAMPLE CHECK 2 ITEM
GOLD SAMPLE CHECK 3 ITEM**

• Untuk memahami level safety pada tempat kerja anda sendiri dan Rencana peningkatannya