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| **FY2018-FY2019 MANAGEMENT PROGRAMME** | | | | | | | | | | | | | | | | | |  |  | |  |
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| Dept. / Section / Group | | : | **ASIA PACIFIC CENTER** | | | | | | | | | | | | | | | | | | |
| Process description | | : | **COMPLY WORK ASSIGNED ON TIME, COMPUTER WORKS AND MAINTENANCE, PROPER HANDLING OF PPE** | | | | | | | | | | | | | | | | | | |
| Description of problem | | : | 1.Unachieve objectives and complain from the requestor 2.Work Instruction are not followed properly 3.Not follow the proper handling of PPE 4.No Guideline for the proper disposal of UPS Batteries | | | | | | | | | | | | | | | | | | |
| Measurement or data | | : |  | | | | | | | | | | | | | | | | | | |
|  | |  | **Present Situation :** | | | Not Following the work instruction given by the superior(s) resulting for un-achievement of the objectives | | | | | | | | | | | | | | | |
| **Objective :** | | | Comply work assigned on time and follow the work instruction given by the superior(s) | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | |
| THEME POLICY | **Make an Orientation and Wear PPE(Personal Protective Equipment) for Safety** | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | |
| DETAILED ACTIVITIES | RESOURCES | | | BUDGET | RESPONSIBLE  PEOPLE | | SCHEDULE | | | | | | | | | | | | | | |
|  |  | | |  |  | | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | | | MAR | |
| Comply work assigned on time | Superior(s)  APC STAFF | | | N/A | Superior(s),APC Staff | | Use job order system to monitor and comply assigned task. (Please see attached file for details) |  |  |  |  |  |  |  |  |  |  | | |  | |
| Orientation and provide preventive maintenance twice a year | APC OJT  APC TECHNICIAN | | | N/A | APC STAFF,APC OJT | | Use RIMP Preventive Maintenance for PC’s 7001-H-0052 form1 rev1 during the maintenance schedule. Please see attached file for details. |  |  |  |  |  |  |  |  |  |  | | |  | |
| Awareness on proper handling of PPE(Personal Protective Equipment) | Company Nurse  APC Staff | | | N/A | Company Nurse  APC Staff | | Follow proper precautions of Work Instructions for the disposal of UPS Batteries (7001-H-0051 W.I.Format rev0). |  |  |  |  |  |  |  |  |  |  | | |  | |
| Provide training and appropriate PPE (Personal Protective Equipment) | Facilities Section  Chemical Handler | | | N/A | Facilities Section | | Please see attached file of the orientation report. |  |  |  |  |  |  |  |  |  |  | | |  | |