Master Plan of 5S Activities

Effective Date	Prepared By	Reviewed By	Approved By
Apr1, 2014			

No.	No. Activities								2	014										2014	
140.		Activities	14/4	Feb	14/4 14/4	May		un		Jul	Aug	Sep	Oct		Nov		Dec		Jan	Feb	Mar
1	Revise 5S Objectives, Standard &	1.1 Review existing 5S Objectives and standard if there are any revise, will propse the new 5S	W1 (W2 W3 W4 W1 W2 W3 W4 W1 W2 W3	W4 W1	. W2 W3 W	V4 W1 W2	W3 W	4 W1 W.	2 W3 W	4 W1 W2 W3 W	4 W1 W2 W3 W	4 W1 W2 W3 V	W4 W1 W	2 W3 W	4 W1 W	V2 W3 W	4 W1 W.	2 W3 W4	W1 W2 W3 V	W4 W1 W2 W3 W4
-	SOP	1.2 Review new 5S objectives and standard with 5S committee																	+		
		1.3 Propose 5S objectives and standard to Vice president for approval																	+		
		1.4 Communicate 5S objectives to all related																	+		
2	5S committee monthly meeting	2.1 Set 5s monthly meeting agenda and Communicate to 5S committee	0		0		0		0		0	0	0	0		0	+	0	++-	0	0
_	so committee monthly meeting	2.2 Collect information and Prepare the material for meeting	0 (0		0		0		0	0	0	0		0		0	+	0	0
		2.3 Meeting with 5S committee		0 0 0		0	0		0		0	0	0	0				0	,	0	0
		2.4 Prepare minute of meeting			0	0		0		0	0	0	0		0		0		0	0	0
		2.5 Report minute of meeting to all related and Keep record of meeting including minute of			0	0		0		0	0	0	0		0		0		0	0	0
		meeting , meeting material etc																			
3	5S audit	3.1 Prepare 1 st 5S audit itinerary & Prepare 5S audit checklist		0 0 0		0	0		0		0	0	0	0				0		0	0
		3.2 1 st Audit and collect the evidence follow internal audit plan		0 0	0	0		0		0	0	0	0		0		0		0	0	0
		3.3 Collect the result of 1 st 5s audit from 5S auditor		0 0	0	0		0		0	0	0	0		0		0		0	0	0
4	5S verification audit	4.1 Prepare 2 nd 5S audit itinerary & Prepare 5S audit checklist and Communicate to 5S committee		0 0		0		0		0	0	0	0		0		0		0	0	0
		4.2 2 nd Audit and collect the evidence follow internal audit plan		0 0				0	1	0	0) 0		О	0		С)	0		0
		4.3 Collect the result of 2 nd 5s audit from 5S auditor and analysis the result		0 0				0)	0	0) 0		O .	0		С)	0	(0
		4.4 Preapre 5S audit report and communicate to all related		0 0			0		0		0	0	0	0				0		0	0
5	Award the 5S activities	5.1 Prepare 5S wards											0								
		5.2 Etablish 5S award ceremony			0								0								
		5.3 Promote the winner			0									O							
6	5S campaign and information	6.1 Promote 5S campaign		Information 5S fanpage campa	gn		Seiri ca	ampaign				Seiton campaign				Seiso	campaign				
		Set objective and target of 5S campaign including how to join the campaign and criteria of evaluation		0 0				0				0									
		Propose designed 5S campaign to 5S committee and getting agreement							0				0			+ +					
		3) Communicate to all member at head office			0					0				0		+ +					
		4) Collect application from group/team at head office 4) Collect application from group/team at head office				0 0 0					0 0 0 0)		0 0	0 0	,				 	
	-	5) Collect evidence of implementation from group/team at head office						0 0	0 0	0 0	+ + + +	0 0 0	0 0 0)			0 0	0 0	0 0		
							-			+											
		Evaluate the application Award the winner of submitted application and promote to all employee			0															0	
		6.2 Establish and implement 5S information board and 5S folder			_						 		+ + + +			+++	+	+	+		
	-	Design layout and content on 5S information board and 5S folder Design layout and content on 5S information board and 5S folder Design layout and content on 5S information board and 5S folder Design layout and content on 5S information board and 5S folder														+ +					
	-	Propose the designed board and 5S folder to 5S committee with getting agreement Propose FS information board														+ +					
	-	3) Procure 5S information board 4) Distribute board to all related				0										+ +					
-	Set up big cleaning day	7.1 Prepare proposal and related document (KPI/Target/Action plan) of Big cleaning day activities									+		+ + + +			+++	+	0	,——	+	
,	Set up big cleaning day	7.1 Prepare proposal and related document (NF1) rangely Action plan) of big cleaning day activities 7.2 Propose big cleaning day and discuss with 5S committee	'	 							+ + + +	+ + + + + + + + + + + + + + + + + + + +					+	0	,——	 	
		7.3 Arrange any necessary for big cleaning day.														+ +		0	00	0 0 0	
		7.3 Arrange any necessary for big cleaning day. 7.4 Communicate big cleaning day activities to all related														+ +		+ + -	+		0
		7.5 Implement Big cleaning activities														+ +					0 0 0 0
		7.5 Collect data and evidence to prepare draft of Big cleaning day performance														+ +					0 0 0 0
		7.7 Prepare Big cleanning day ceremony									 									 	
	+	7.8 Summarize and Award the winner of Big cleanning		 							+ + + +	+ + + + + + + + + + + + + + + + + + + +					+		+	 	
	EC Committee Calf Evaluation	3									 					+	+		+		
8	5S Committee Self- Evaluation	8.1 Etablish critiria to evaluate 5S activities																	+	+++	
_	Set un neur FS es l'inter-	8.2 Evaluate 5S activities and prepare 5s evaluation report	+	 						++			1	+	+	++	+	+	++		
9	Set up new 5S committee	9.1 Prepare request nominated committee letter	+								+					+	+		++		
		9.2 Collect nominate committee & prepare 5S committee appointment letter								+		,	++++				+		++		
10	Field trip FC petivities	9.3 Announce 5S committee 10.1 Select company who won Thailand 5S award and prepare visiting letter for field trip 5S	+				+ +								+	+	-	+ +	++		
10	Field trip 5S activities	10.1 Select company who won I halland 5S award and prepare visiting letter for field trip 5S 10.2 Submit official letter for visiting	+			+++	+			++	+	+++	+		+	++	+		++-		++++
		10.2 Submit official letter for visiting 10.3 Confirm visit date with 5S committee	+			+++	+			++	+	+++	+		+	++	+		++-		++++
			+		0					++	+			+		+	+		++		
		10.4 Arrange any necessary traveling and food for 5 S member	+							++	+						+		++		
		10.5 Visit company who won 5S award											1								