

5s Policy & Rules for employees and workers

- Daily morning, employees should clean their allocated area in proper
- The leaders who allocated for particular area is responsible for keep their area neat and clean and mark yes/no, sign off in 5s activity sheet
- Employees should Sort through materials, keeping only the essential items needed to complete tasks
- This action involves going through all the contents of a workspace to determine which are needed and which can be removed. Everything that is not used to complete a work process should leave the work area.
- Ensure that all items are organized and each item has a designated place. This helps the employees and workers to complete the task easier
- All areas in office building should tidy, user friendly, clean and safe, with hygienic conditions.
- Workers should clean their production area before initiate the production
- Workers should clean their machines once finish the production
- Drivers should clean their vehicle on weekly basis
- Employees and worker should park their vehicle in proper order

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