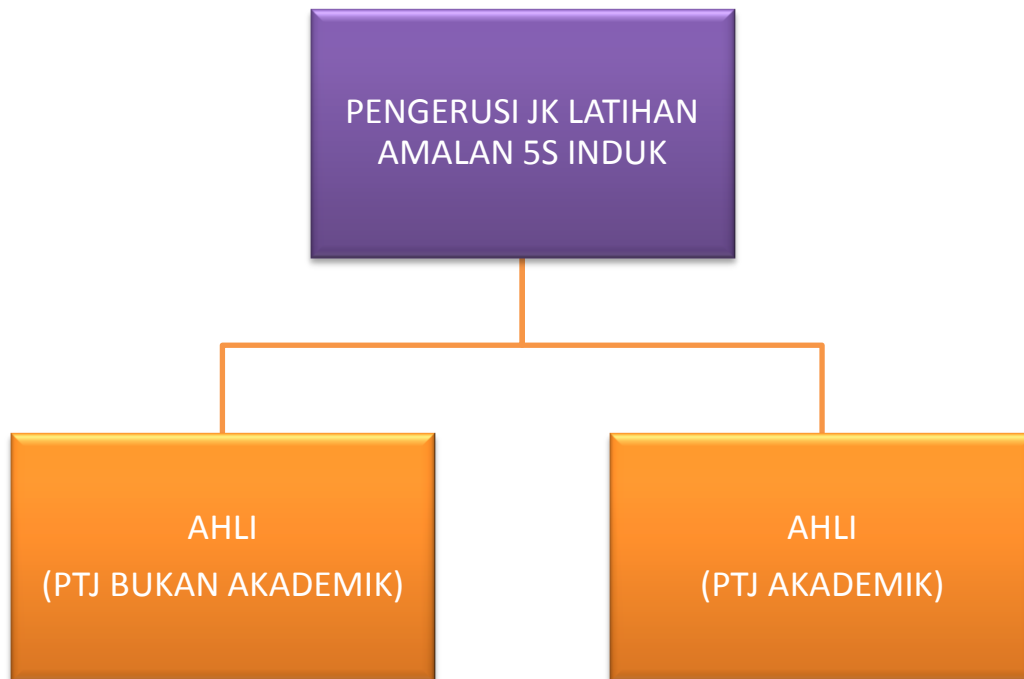


JAWATANKUASA LATIHAN AMALAN 5S

Dipengerusikan oleh Pengerusi JK Latihan Induk, fungsi jawatankuasa ini adalah untuk menyelaras dan memantau aktiviti latihan di peringkat jabatan dengan dibantu oleh dua orang ahli yang dilantik khas dengan keahlian dibuka kepada Pengerusi JK Latihan Pusat Tanggung Jawab.



Carta Organisasi Jawatankuasa Kerja LATIHAN INDUK Amalan 5S

1. JAWATANKUASA LATIHAN JABATAN AMALAN 5S

Jawatankuasa Kerja LATIHAN Jabatan Amalan 5S jabatan dilantik bagi mengurus dan melaksanakan pelan LATIHAN Amalan 5S yang diatur oleh JK Induk Amalan 5S Universiti. Keanggotaan yang sesuai bagi Jawatankuasa kerja boleh dianggotai oleh 2-5 orang ahli bagi memastikan pelaksanaan dapat dijalankan dengan berkesan.

1.1 Skop Tugas Jawatankuasa LATIHAN Amalan 5S

Perincian skop tugas bagi jawatankuasa ini boleh disenaraikan seperti dibawah:

- a) Menyediakan pelan pelaksanaan aktiviti tahunan LATIHAN amalan 5S yang merangkumi bengkel, seminar dan kursus.
- b) Membuat perancangan belanjawan bagi menjalankan aktiviti LATIHAN Amalan 5S.
- c) Mengadakan lawatan penandaaras ke organisasi yang telah dipersijilkan.
- d) Membangunkan pakar rujuk Amalan 5S.
- e) Menawarkan khidmat pakar runding.
- f) Menyediakan laporan berkaitan keberkesanan latihan, lawatan dan lain-lain.
- g) Mengadakan mesyuarat jawatankuasa secara berkala.
- h) Menyediakan dokumen lengkap berkaitan LATIHAN untuk direkodkan dalam fail 5S.
- i) Menjalankan kaji selidik yang bersesuaian.
- j) Membangunkan modul-modul taklimat dan kursus berkaitan amalan 5S.

1.2 Carta Organisasi Jawatankuasa Kerja LATIHAN Amalan 5S



2. PELAN LATIHAN AMALAN 5S

Pelan LATIHAN yang dirancang bagi PTJ perlulah dirujuk bersama JK Induk supaya pelarasan dari segi pelaksanaan dan belanjawan dapat dioptimumkan penggunaannya.

2.1. Merancang Pelan LATIHAN

Antara aspek atau ciri-ciri yang perlu diambilkira dalam penentuan aktiviti LATIHAN Amalan 5S adalah:

- i. Sasaran peserta.
- ii. Penentuan bidang yang bersesuaian dengan norma kerja di jabatan tersebut.
- iii. Peringkat Latihan (Asas, Pertengahan dan Lanjutan/Pakar).
- iv. Pembangunan modul latihan yang sesuai.

2.2. Tahap Aktiviti LATIHAN Amalan 5S

Tahap latihan dibahagikan kepada tiga kategori mengikut pemahaman staf terhadap budaya 5S ini.

2.2.1. Asas

Disasarkan kepada staf baharu yang tidak mempunyai apa-apa pengetahuan mengenai 5S.

2.2.2. Pertengahan

Disasarkan kepada staf yang telah mengamalkan 5S dan ingin mengekalkan pembudayaannya.

2.2.3. Lanjutan/Pakar

Disasarkan kepada staf yang ingin meningkatkan kemahiran dan kepakaran dalam pembudayaan 5S dan ingin menyebarkan ilmu kepada orang lain.

2.3. PELAKSANAAN AMALAN 5S

2.3.1. Modul Latihan 5S Makmal

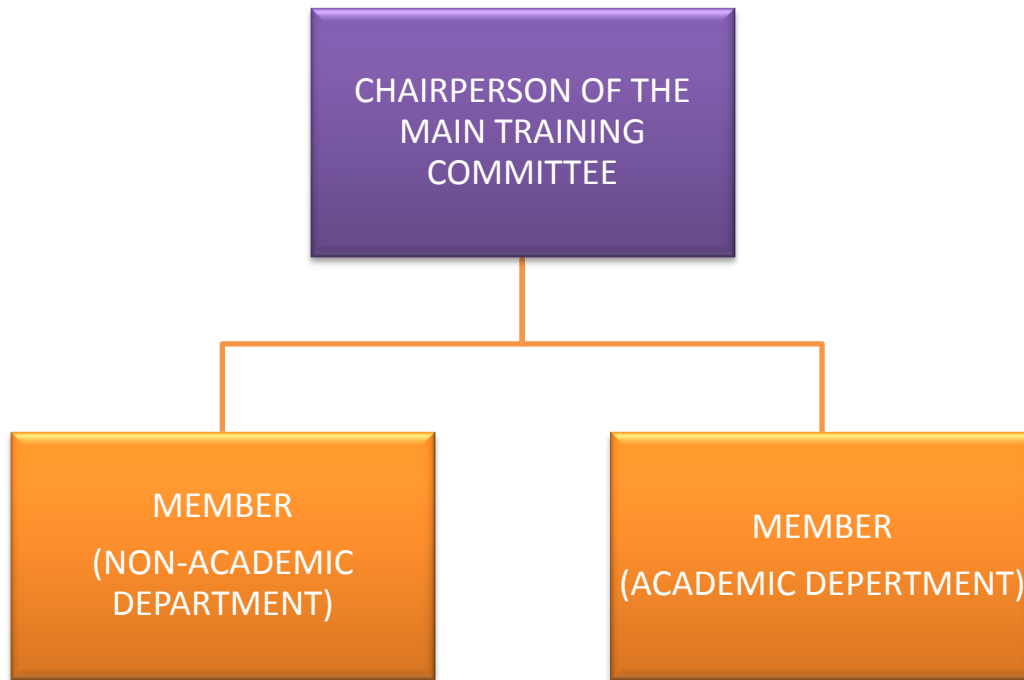
- i. Sistem Pengurusan Stor Makmal
- ii. Sistem Pengurusan Sisa Buangan
- iii. Sistem Pengurusan Peralatan dan Mesin

2.3.2. Modul Latihan 5S Ruang Pejabat

- i. Pengurusan Pejabat
- ii. Pengurusan Fail

MAIN TRAINING COMMITTEE OF 5S PRACTICES

Head by the Chairperson of the Main Training Committee, this committee is responsible in coordinating and monitoring the training activities organised at the main and departmental level. This committee is also being supported by two members who responsible to monitor all appointed Chairperson of the department Training Committee.



Organisation Chart of the Main Training Committee

1. DEPARTMENT TRAINING COMMITTEE OF 5S PRACTICES

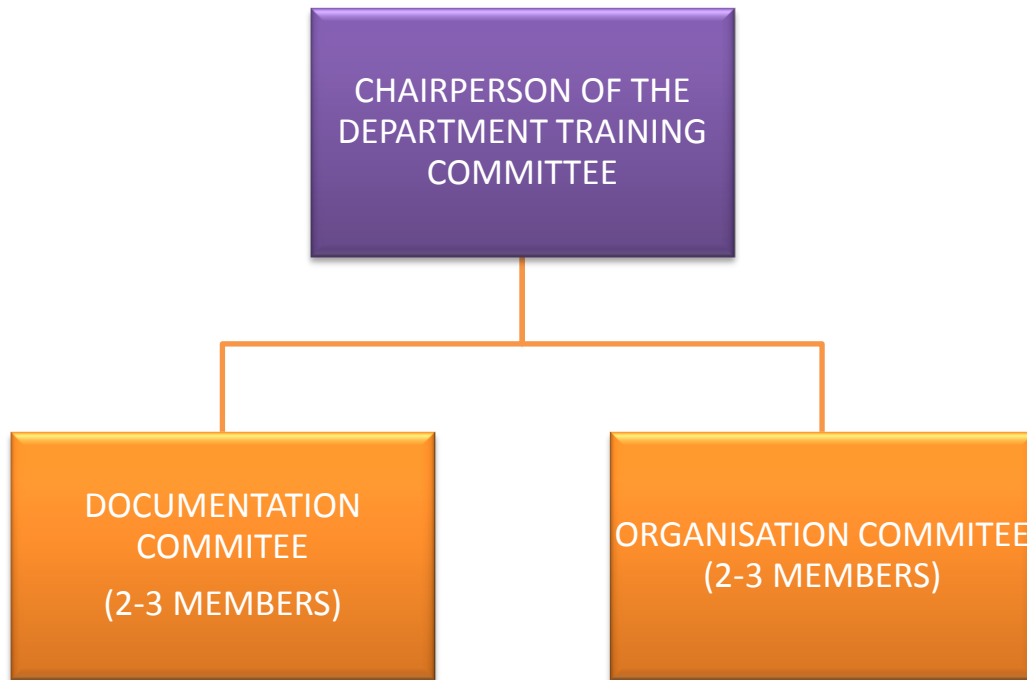
The Department Training Committee was established to help manage and implement the 5S training calendar issued by the Main Training Committee. Comprises of 2-5 members in the department, this committee can carried out the training plan effectively and smoothly.

1.1 The duties of the Department Training Committee

- a) Prepare an annual activity plan for the implementation of 5S practices covering training, workshops, seminars and courses.
- b) Prepare annual budget for training plan.
- c) Visit other 5S certified organization to benchmark best practices.
- d) Develop 5S expert group.
- e) Provide consultation services.
- f) Provide reports on the effectiveness of training, tours and other activities.

- g) Conduct regular meetings.
- h) Provide complete documentation related to 5S training to be recorded.
- i) Carry out appropriate surveys.
- j) Develop modules for courses on the 5S practices.

1.2 Organisational Chart of the Departmental Training Committee



2. 5S PRACTICES TRAINING PLAN

Training plans that are organised at department level must align with the Main Training Plan.

2.1. Executing The Training Plan

Several aspects or features that should be considered in the determination 5S Training activities are:

- i. Target participants.
- ii. Training plans must be accordance with the norms of the work at the department.
- iii. Training Category (Basic, Intermediate and Advanced / Expert).
- iv. The development of appropriate training modules.

2.2. Training Category

Level of trainings is divided into three categories according to the staff understanding.

2.2.1. Basic

Targeted to new staff who do not have any knowledge of 5S.

2.2.2. Intermediate

Aimed at staff who have adopted the 5S and want to maintain it.

2.2.3. Advanced / Expert

Aimed at staff who wish to enhance their skills and expertise in the 5S and want to teach/coach others.

2.3. The Implementation

2.3.1. 5S Training Module for Laboratory

- i. Store Management System
- ii. Waste Management System
- iii. Equipment and Machinery Management System

2.3.2. 5S Training Module for Office

- i. Office Management System
- ii. File Management System