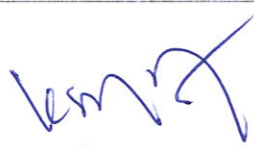


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REVISION DETAILS

Revision		Date	Author	Reviewed	Approver	Description
From	To					
	00	14. 06. 2023	Vishwanath N	Balamurugan K	SJ Ali Asger	Initial

Prepared by (Name & Date)	Vishwanath N 14.06.2023	
Reviewed by (Name & date)	Balamurugan K 14.06.2023	
Approved by (Name & date)	SJ Ali Asger (Director) 14.06.2023	

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1.0 PURPOSE

To establish

The objectives of the suggestion scheme are employee motivation which constitutes an improvement and or benefit to the organization is an expression of an original, positive & Constructive thought voluntary offered by the employee who conceived it for the purpose of work related improvement suggestion results in both tangible and intangible benefits.

- To provide of the opportunity to each and every employee of the organisation.
- To promote creativity and constructive thinking amongst the employees.
- To encourage employee involvement and participation in planning and implementation one's own idea.
- To be an additional resource for achieving: -
 - Cost reduction
 - To produce better quality products at competitive prices
 - Enabling the organisation to face the competition and grow in the market.
- To Create premier workplace in the company.

2.0 SCOPE

Applicable to contract / Company workmen excluding staff / Exemption only for Staff who are Operating Equipment

3.0 GENERAL

In support of the FAI, The Quality Manager should review:-

4.0 OBJECTIVE

The objective of compiling this manual is to provide all information essential to operate a suggestion scheme in the Organization.

This information in this manual is targeted specifically towards two segments:

4.1 Group leader \ Section head \ Plant Manager aiding operator in the process of.

- Generating a suggestion
- Evaluating and awarding a suggestion
- Implementing a suggestion

2.2 TEI (Total employee involvement) department introduce / facilitates the suggestion scheme through –

- Routing of suggestion
- Award procedure / function
- Computerisation of suggestion details
- Training for motivating suggestion
- Training for group leader on "Evaluating suggestions".

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5.0 DEFINITION OF SUGGESTION SCHEME

5.1 WHAT IS A SUGGESTION?

A suggestion is an expression of an original, positive constructive thought voluntarily offered by the employee who conceived it for the purpose of benefiting the organization.

The suggestion must not only cause attending to the problem is that it constitutes an improvement or benefit to the organisation.

5.2 BENEFIT OF SUGGESTION

Suggestion should result in one or more of the following benefits.

TANGIBLE BENEFITS:

Reduction in cost by reducing through PQCDMS (Productivity, Quality, Cost, Delivery, Moral, Safety)

- Material
- Scrap, rework, defectives
- Man hours / Machine hours / consumable storers required to do a job.
- Tools, jigs & fixtures required to do a job.
- Inventory
- Power & fuel
- Material handling equipment
- Other expenses

INTANGIBLE BENEFITS:

- Increasing safety
- Reducing fatigue
- Improving customer service
- Improving information quality

5.3 WHAT IS NOT A SUGGESTION

- Matters of organisational policy
- Compensation and benefits
- Routine maintenance activities
- Request for standard items
- Idea already proposed in some other forum, duplicate or closely resemble an existing suggestion.
- Idea is a solution to a task force or Quality circle already assigned to work on this.
- Suggestion relating to the employee's normal duties.
- A period of the time following the new installation of processes or equipment of introduction of new products.
- Individual wishes or complaints
- Suggestion to correct typographical errors.

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6.0 CLASSIFICATIONS OF SUGGESTION

The Suggestion are classified in to two categories viz:

- Suggestion pertaining to improvement in work related area (work related improvement)
- Suggestions pertaining to improvement ideas in other function (Non work related idea)

7.0 CRITERIA FOR CLASSIFICATION, EVALUATION AND AWARD

7.1 CRITERIA FOR CLASSIFICATION

- These are suggestion pertaining to improvement in one's own area of work.
- These are suggestion for which employee shall get approval from respective section head.
- These are suggestion implemented by the origination department either by themselves or by other agencies within a week time and these suggestions should be submitted in writing a week after implementation.

7.2 PROCEDURE FOR EVALUATION WITH FLOW CHART.

- The suggester triggers an idea.
- Suggestion discusses with group leader, reporting HOD, section head, plant manager.
- The suggester Idea registered in HRMS system , contract employee using manual suggestion form.
- Reporting HODs Idea approval / rejected in HRMS system , Idea rejected communicate to suggester by reporting HOD.
- The group leader , section head , plant manager accepts / helps the suggester to improve it / explains to the suggester it is not acceptable.
- In case of accepted suggestions the group leader or reporting HOD help in involving usage of material / labour for completing the suggested task.
- Suggester implements the idea himself.
- Suggester takes the help of a reporting HODs to implement idea (or) and if required external vendor can be called upon approval from plant manager.
- The suggester writes down the suggestion in the suggestion form through HRMS system, after implementation.
- Reporting HOD evaluates the suggestion based on criteria through HRMS system
- Reporting HOD after evaluating the suggestion to Section head for approval through HRMS system.

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7.3 CRITERIA FOR EVALUATION AND AWARD

Points are awards for the following factors as follows:

CRITERIA FOR SUGGESTION EVALUATION					
S.no	Scoring items	Points			
01	Production increase / cost reduction	< 1 %	1 to 3 %	3 to 5 %	> 5 %
		5	15	25	30
02	Originality (level of technical idea)	Nearly old idea	Some what changed the old suggestion	Similar to another but with further development	Completely unique suggestion with out precedence
		5	15	25	30
03	Efforts taken for Implementation	Implemented by other agencies	Implemented with the help of group leader	Implemented with the help of colleagues	Implemented by self
		5	10	15	20
04	Applicable range (Horizontal)	Difficult to use for other work	Some what useful to other work	Can be applied to other work	Extremely wide applicability
		1	5	7	10
05	Connected to work duties	Suggestion is made with natural course of their duties	Suggestion is made which is part of their work duties	Suggestion is mostly unrelated to work duties	Completely unrelated to work duties
		No Score	5	7	10

Annexure I : Reward amount based on evaluation and guidelines

8.0 AWARD DISBURSAL SYSTEM

- TEI team prepare the suggestion final award list every month.
- Suggestion final award list approval get from the Plant Head / Director
- Suggestion final award after approval submitting to finance team.
- Finance team process to award amount credit in employee's account

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9.0 ROLE OF SUGGESTER / REPORTING HOD / TEI TEAM IN THE SUGGESTION SCHEME

9.1 ROLE OF SUGGESTER

- Think clearly ways and means of improving the workplace.
- State the problem or the situation in the workplace, give a solution / proposal, State the effect of implementing the solution / proposal.
- Discuss with immediate reporting HOD and section head on the feasibility of suggestions.
- Try to implement work related improvement suggestions.

9.2 ROLE OF GROUP LEADER / REPORTING HOD

- Encourage the employees in the module to give good suggestions.
- Discuss with the suggester on the merits and demerits of the suggestion.
- Take decision on initial acceptability of work related improvements.
- Take the responsibility for implementation of all suggestions in the module.

9.3 ROLE OF TEI TEAM

The function of TEI team with respect to each category of suggestion is as follows: -

- TEI team prepares the award disbursement advice and arranges for payment through Finance department.
- In the case of a suggestion with substantial financial benefits, an additional award based on the financial saving is also given.
- The suggestion is routed to concerned department for implementation if the suggestion the implementation award is given based on financial savings.
- In case a suggestion rejected / need not be implemented at any stage a copy of the suggestion along with reason is sent to the suggester through the group leader/ reporting HOD.

10.0 TRAINING FOR SUGGESTER / EVALUATORS:

- The objective of the training programme is to enable the group leader / reporting HODs / section head / plant manager / operators to operate this scheme most effectively. The batch size of 25 to 30 persons preferred.
- The course duration is 2 hours, as far possible an attempt will be made to draw the plant manager from the participating department to explain the scheme in order to display the commitment to the idea of "TOTAL EMPLOYEE INVOLVMENT".

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11.0 THE METHODOLOGY ADOPTED INCLUDES:

Regular Training sessions on the following topics:

- Why we make suggestions?
- What we make suggestion system can do?
- What are the areas for suggestion?
- How to formulate ideas?
- What are the suggestions writing style and key elements?
- How to get more suggestions?
- What are the tips for suggestions / guidelines?
- How to instruct employees to make suggestions?
- What are the responsibilities for group leader?
- What are the effects of suggestion scheme?
- What are the categories of suggestions?
- What are the procedures & Evaluation criteria of suggestion?

12.0 ROLE OF GROUP LEADER / REPORTING HODs / SECTION HEAD AND PLANT MANAGERS IN PROMOTING SUGGESTION SCHEME:

- Every group leader / reporting HODs and plant managers should take upon himself the responsibility for implementation and thus convert the work related ideas given by the employee into a suggestion. The co-ordination required with other department could be done effectively by the concerned reporting HODs who has the first hand knowledge of the improvement the suggester has in mind.
- TEI team department will be monitoring the quality of suggestions as their objective, which be assessed as to the proportion of Suggestion writing the total number of suggestions.
- The objective of the company is to improve the proportion of suggestion so that the suggestion scheme become alive and dynamic.

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11.0 TOTAL EMPLOYEE INVOLVEMENT – EMPLOYEE SUGGESTION SCHEME

