



Providing Flexible Solutions Globally

Training on Suggestion scheme

**Manufacturers of
Energy Conveyance System**



Date : November 3,

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Structure of Presentation

- ✓ What is a suggestion
- ✓ Objectives of suggestion scheme
- ✓ What is Creative / Innovative idea
- ✓ Examples of creativity thinking
- ✓ Scope of Suggestion
- ✓ Eligibility of workplace improvements
- ✓ Non eligibility of Suggestion scheme
- ✓ Suggestions benefits
- ✓ Suggestion flow / Evaluation criteria
- ✓ Suggestion reward system
- ✓ Role of Suggester



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.

Suggestion scheme என்பது நிறுவனத்திற்கு பயனளிக்கும் நோக்கத்திற்காக பணியாளரால் தானாக முன்வந்து வழங்கப்படும் அசல், நேர்மறையான, ஆக்கபூர்வமான சிந்தனையின் வெளிப்பாடாகும்

The suggestion must not only cause attention to the problem, but it also must include the employee's proposed solution.

Suggestion பிரச்சனைக்கு கவனம் செலுத்துவது மட்டுமல்லாமல், பணியாளரின் முன்மொழியப்பட்ட தீர்வையும் உள்ளடக்கியிருக்க வேண்டும்

Therefore basic eligibility of a suggestion is that it constitutes an improvement or benefit to the organization.

எனவே, ஒரு Suggestion அடிப்படை தகுதி என்னவென்றால், அது நிறுவனத்திற்கு ஒரு முன்னேற்றம் அல்லது நன்மையை உருவாக்குகிற



Objectives of suggestion scheme

- ✓ To provide an opportunity to each and every employee to participate in the Organizational growth
ஒவ்வொரு பணியாளருக்கும் நிறுவன வளர்ச்சியில் பங்கேற்பதற்கான வாய்ப்பை வழங்குதல்
- ✓ To promote creativity and constructive thinking amongst the employee
பணியாளர்களிடையே படைப்பாற்றல் மற்றும் ஆக்கபூர்வமான சிந்தனையை ஊக்குவித்தல்
- ✓ To encourage employee involvement in planning and implementing one's own idea
ஒருவரின் சொந்த யோசனையைத் திட்டமிட்டு செயல்படுத்துவதில் பணியாளர் ஈடுபாட்டை ஊக்குவித்தல்
- ✓ To be an additional resource for achieving Cost reduction
செலவுக் குறைப்பை அடைவதற்கான கூடுதல் ஆதாரமாக இருக்க வேண்டும்
- ✓ To produce better quality products at competitive prices enabling the Organization to face the competition and grow in the market
போட்டியை எதிர்கொள்ளவும், சந்தையில் வளரவும் நிறுவனத்தை ஊக்குவிக்கும் வகையில் போட்டி விலையில் சிறந்த தரமான தயாரிப்புகளை உற்பத்தி செய்தல்
- ✓ To create premier workplace
முதன்மையான பணியிடத்தை உருவாக்க



Creativity thinking

CREATIVITY

The ability to make or produce new things using skill or imagination

திறமை அல்லது கற்பனையைப் பயன்படுத்தி புதிய விஷயங்களை உருவாக்கும் அல்லது உற்பத்தி செய்யும் திறன்



Think Creatively



What is Creative / Innovative idea

- ✓ New way of viewing some problem or situation
சில பிரச்சனை அல்லது சூழ்நிலையைப் பார்க்கும் புதிய வழி
- ✓ The ability to think and approach a problem in an original or flexible way
ஒரு பிரச்சனையை அசல் அல்லது நெகிழ்வான முறையில் சிந்திக்கும் மற்றும் அணுகும் திறன்
- ✓ The process of producing something that is both original and valuable
அசல் மற்றும் மதிப்புமிக்க ஒன்றை உற்பத்தி செய்யும் செயல்முறை
- ✓ The ability to invent and develop original (very imaginative and clever) ideas.
அசல் (மிகவும் கற்பனை மற்றும் புத்திசாலி) யோசனைகளை கண்டுபிடித்து வளர்க்கும் திறன்
- ✓ Use one's imagination to develop a new idea or product.
ஒரு புதிய யோசனை அல்லது தயாரிப்பை உருவாக்க ஒருவரின் கற்பனையைப் பயன்படுத்தவும்
- ✓ Break through improvements



Examples of creativity thinking

Folding Dining Table Folds into a Mirror



Two-way toothpaste is ideal for those who get angry with their partner for squeezing the toothpaste from the front.



Examples of creativity thinking

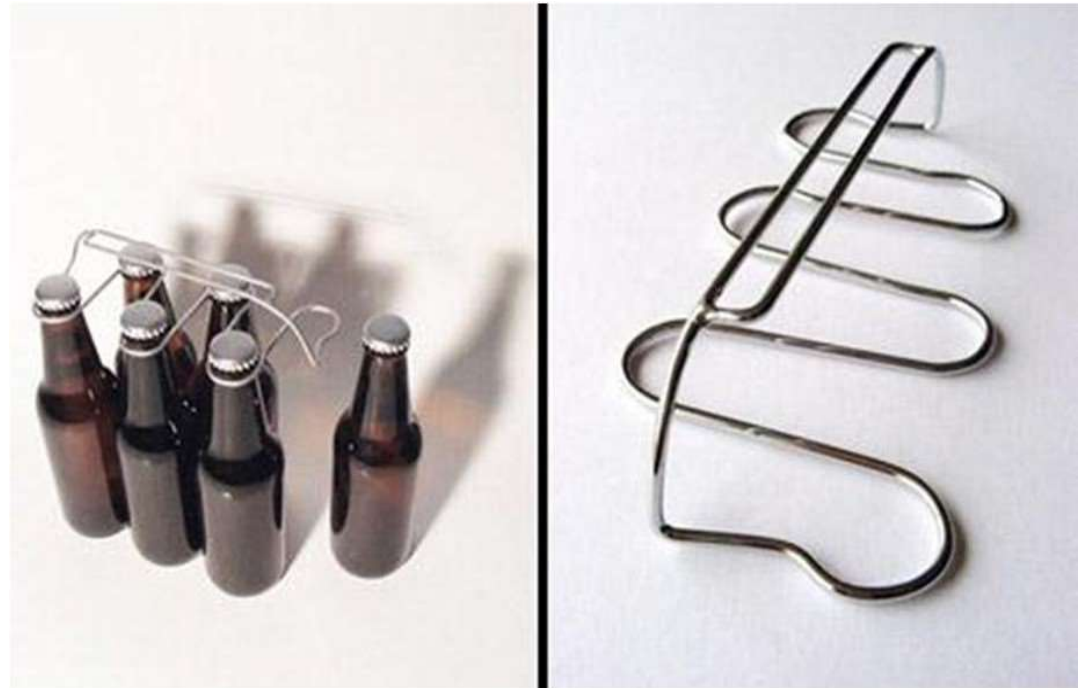
Infinite USB

Innovative USB plug designed to act as a USB hub when plugged in.



Six pack Bottle Carrier

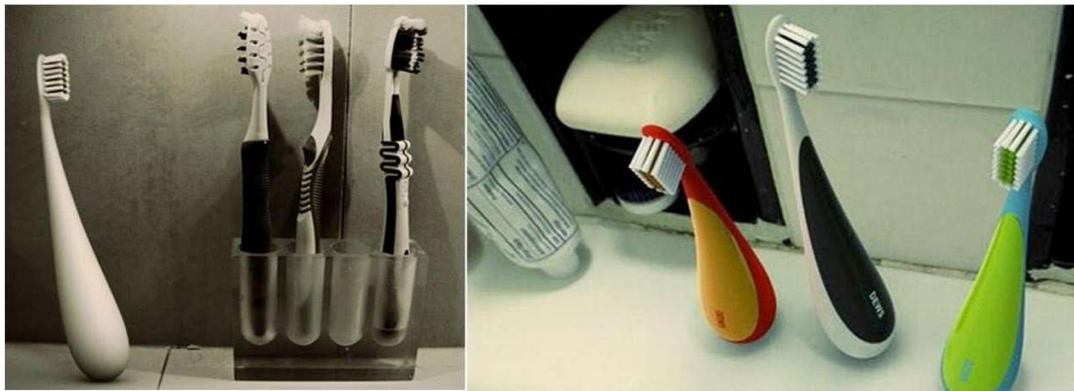
It can safely transport up to six beer, soft drink, or water bottles.



Examples of creativity thinking

Upright Toothbrush

When the toothbrush is set down, it will sway momentarily until it reaches a balanced position - just like a tumble doll.



Dustbin evolution (example)

Before



After



Examples of creativity thinking

Teaching method (example)

Before



After



Taps evolution (example)

Before



After



Suggestion scheme in our company

Do we have any system to capture & Utilize employees' ideas into useful one.

பணியாளர்களின் யோசனைகளை பயனுள்ள ஒன்றாகப் பிடிக்கவும் பயன்படுத்தவும் எங்களிடம் ஏதேனும் அமைப்பு உள்ளதா

Yes, we have,



Eligibility : Suggestion system for Company workmen & off roll employees /on roll employees , the exemption only for staff who are operating equipment

தகுதி: நிறுவனத்தின் பணியாளர்கள் மற்றும் ஆஃப் ரோல் பணியாளர்கள் / ஆன் ரோல் ஊழியர்களுக்கான பரிந்துரை அமைப்பு, சாதனங்களை இயக்கும் ஊழியர்களுக்கு மட்டும் விலக்கு



What is Suggestion

Suggestion

Means

Idea

Proposed

and

Implemented

by

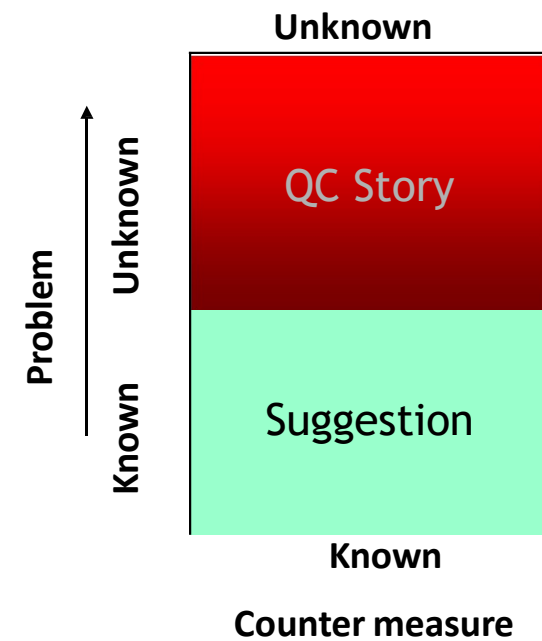
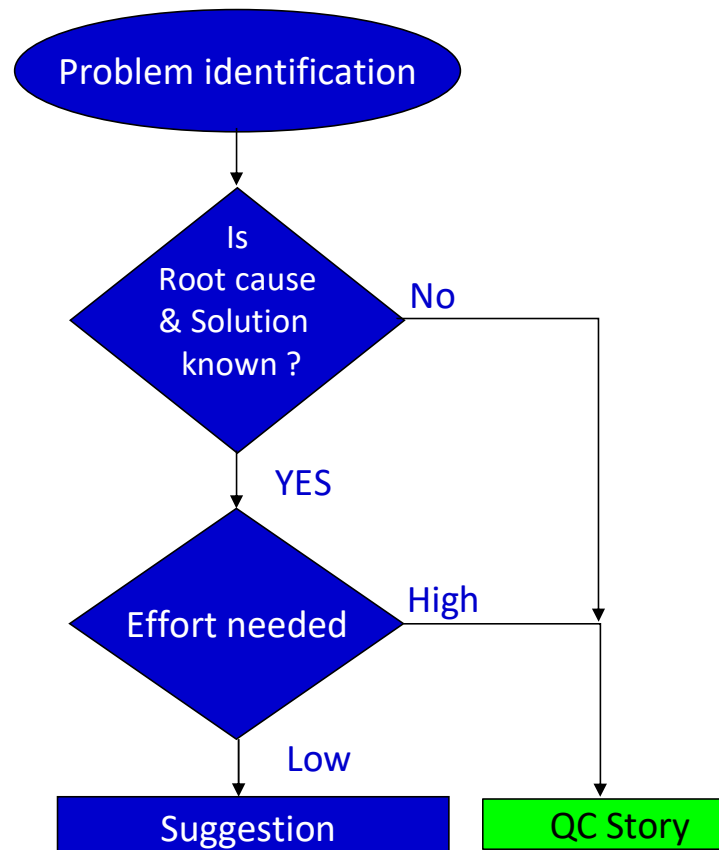
Suggestor

to improve his workplace

(Work related small improvements)



Scope of Suggestion



Scope of suggestions

Suggestion can beon.....

Production / Productivity Improvement-

Cycle time reduction / Process elimination or combination

Quality Improvement –

Customer complaint / Rejection / Rework reduction or elimination

Cost saving

Waste elimination / Cost reduction

Delivery improvement

Morale / Safety Improvement

5S improvement etc.

..... All in their own workplace only.



Eligibility of workplace improvements

Workplace improvements

- Productivity
- Manpower saving
- Working condition
- Quality
- Utilization of resources
- Services
- Safety
- Material handing / storage
- Communication
- House keeping
- System
- Process standardisation

Cost reduction

- Scarp cost
- Power cost
- Energy cost
- Fuel cost
- Tool / insert cost
- Consumable cost
- Physical efforts in working inventory
- Indirect labour
- Operating expenses



Suggestions benefits

Tangible benefits

Reducing the cost by reducing:-

- Scrap, rework, defects
- Man hours
- Machine hours
- Tools, Jigs & Fixtures
- Inventory
- Consumable items
- Power & Fuel
- Material handling
- Other expenses

Intangible benefits

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



Non eligibility of Suggestion scheme

Some of the areas which are not open of Suggestion scheme shall be :

பரிந்துரை திட்டத்தில் திறக்கப்படாத சில பகுதிகள்

WHAT IS NOT A SUGGESTION

- ✓ Matters of organizational 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 or introduction of new products.
- ✓ Individual wishes or complaints
- ✓ Suggestion to correct typographical errors.

என்ன ஒரு பரிந்துரை அல்ல

- ✓ நிறுவனக் கொள்கையின் விஷயங்கள்
- ✓ இழப்பீடு மற்றும் நன்மைகள்
- ✓ வழக்கமான பராமரிப்பு நடவடிக்கைகள்
- ✓ நிலையான பொருட்களுக்கான கோரிக்கை
- ✓ வேறு சில மன்றங்களில் ஏற்கனவே முன்மொழியப்பட்ட யோசனை, நகல் அல்லது ஏற்கனவே உள்ள பரிந்துரையை ஒத்திருக்கிறது
- ✓ ஐடியா என்பது ஒரு பணிக்குழு அல்லது தர வட்டத்திற்கான ஒரு தீர்வாகும்.
- ✓ பணியாளரின் இயல்பான கடமைகள் தொடர்பான பரிந்துரை.
- ✓ புதிய தயாரிப்புகளை அறிமுகப்படுத்துவதற்கான செயல்முறைகள் அல்லது உபகரணங்களின் புதிய நிறுவனத்துக்குப் பின் வரும் காலம்.
- ✓ தனிப்பட்ட விருப்பங்கள் அல்லது புகார்கள்
- ✓ அச்சுக்கலை பிழைகளை சரிசெய்ய பரிந்துரை



Suggestion examples

Kaizen Sheet

Productivity Quality Delivery Safety **Cost** **Energy** Morale

Company MM/YY SI.No.

Sundaram Clayton
Limited-MWC

7/21

02

Kaizen Title :

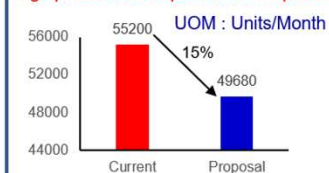
Reduce power consumption in Heat treatment furnace battery box part

Implemented Area: Heat treatment furnace

Implemented by: ARR

Problem/Present Status:

High power consumption in MWC plant?



Volvo – Battery Box Power units/Month

Real Root Cause Identification:

High furnace power consumption
↓
Weekly 6 days running
↓
Continuous process
↓
Monthly volume increased

Before Improvement:



UOM : Nos

Basket QTY -40 Nos

Power units – 55200 units

Power cost – Rs.4.41 L/Month

No of Days req for 8000 nos – 9.2 Days/Month

After Improvement:



UOM : Nos

Basket QTY -50 Nos

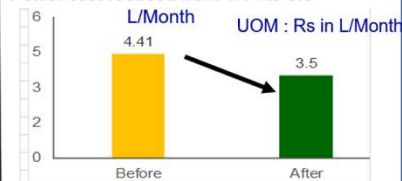
Power units – 43800 units

Power cost – Rs3.5L/Month

No of Days req for 8000 nos –7.2 Days/Month

Result/Benefit:

Power cost reduced from 4.41 to 3.5



Annual power savings – Rs11 L
Power units – 20 % reduction (55200 to 43800 units)

Side effects :

-

Standardization :

- ❖ EJO Card
- ❖ JIG Drawing updation
- ❖ OS updation

Horizontal Deployment :

-

Root cause

Continuously running all days in a week

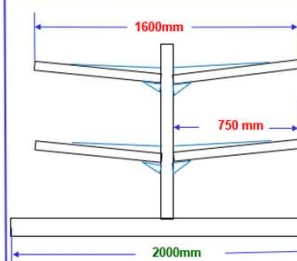
Idea to eliminate root cause

Reduce working days by capacity improvement

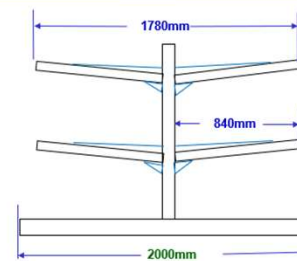
Countermeasure

Optimize the HT jig & part based on bench mark weights

Before



After



Inference: Overall Base length remains same 2000 mm, only arm length increased (90mm/side) to improve the utilization, but all remains inside the overall length

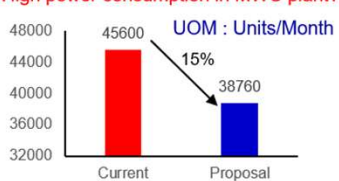
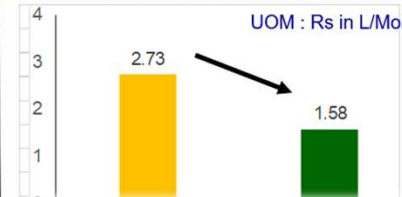
Before

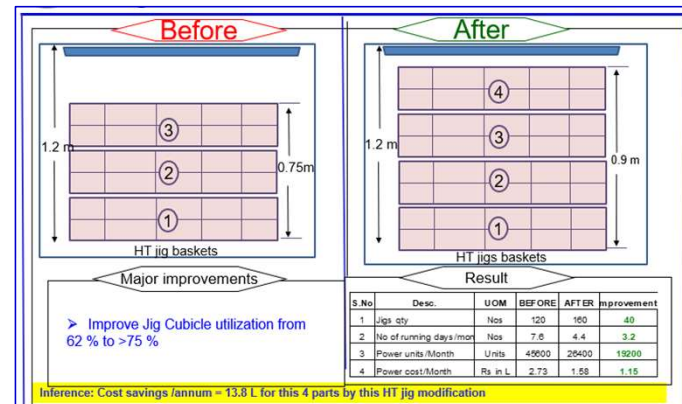
>Component loaded -40 nos with 1 basket
>Arm Length – 750 mm /Side
>Jig Weight – 118 KG
>Qty Weight = 40 x 7 = 280 kg
>Total Weight = 398 Kg
>Pre heating temperature reach time - 45 mins
>Total Basket required = 212.5 HT Jigs needed
>No of days loading of 8500 Nos – 9.2 days / month
>Power cost - Rs.4.41 L

After

> Component loaded -50 nos with 1 basket
>Arm length – 840 mm /Side
>Jig Weight – 124 KG
>Qty Weight – 50 x 7 = 350 KG
>Total Weight – 474 Kg
>Pre heating temperature reach time - 45 mins
>Total basket required – 170 HT jigs required
>No of days loading of 8500 Nos –7.3 days/ month
>Power cost - Rs 3.5 L

Suggestion examples

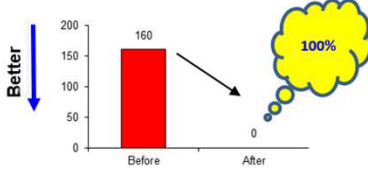
Kaizen Sheet							Company	MM/YY	Sl.No.			
Productivity	Quality	Delivery	Safety	Cost	Energy	Morale	Sundaram Clayton Limited-MWC	7/21	03			
Kaizen Title : Reduce power consumption in Heat treatment furnace in 2XF,PAIP,MD13 front bracket, Return intrader							Implemented Area: Heat treatment furnace					
Problem/Present Status: High power consumption in MWC plant?  UOM : Units/Month 2XF.RI.PAIP,MD13 front - 4 parts power units/month							Before Improvement:  UOM : Nos Basket QTY -120 Nos Power units - 45600 units Power cost - Rs.2.73 L/Month No of Days req for 19230 nos - 7.6 Days/Month			Result/Benefit: Power cost reduced from 2.73 to 1.58L/Month  UOM : Rs in L/Month Annual power savings - Rs13.8 L Power units - 42 % reduction (45600 to 26400 units)		
Real Root Cause Identification: High furnace power consumption ↓ Weekly 6 days running ↓ Continuous process ↓ Monthly volume increased							After Improvement:  UOM : Nos Basket QTY -160 Nos Power units - 26400 units Power cost - Rs1.58 L/Month No of Days req for 19230 nos -4.4 Days/Month			Side effects : -		
Standardization : ❖ EJO Card ❖ JIG Drawing updation ❖ OS updation							Horizontal Deployment : -					
Root cause Continuously running all days in a week												
Idea to eliminate root cause Reduce working days by capacity improvement												
Countermeasure Optimize the HT jig utilization in furnace												



Current	Proposal
>No of layers - 3 layers >Layers Qty - 40 Nos/Layer >Total Qty - 120 Nos/Set >HT Jig Weight - 83.5 x3 = 250.5Kg >Part weight = 120 x2 = 240 Kg >Total Weight =490.5 KG >Pre heating temperature reach time - 45 mins >Total Basket required = 35 HT Jigs needed >No of days loading of 4230 Nos - 1.51 days / month >(35 jigs set/23 hrs = 1.51 days) >Power cost - Rs.0.73 L	>No of layers - 4 layers >Layers Qty - 40 Nos/Layer >Total Qty - 160 Nos/Set >HT Jig Weight - 72.5 x4 = 290 Kg >Part weight = 160 x2 = 320 Kg >Total Weight =610 KG >Pre heating temperature reach time - 52 mins >Total Basket required = 26 HT Jigs needed >No of days loading of 4230 Nos - 1.1days / month >(26 jigs set / 23 hrs = 1.1) >Power cost - Rs.0.51 L



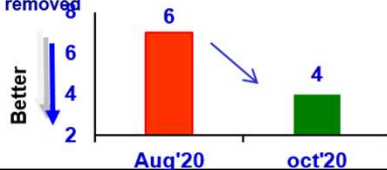
Suggestion examples

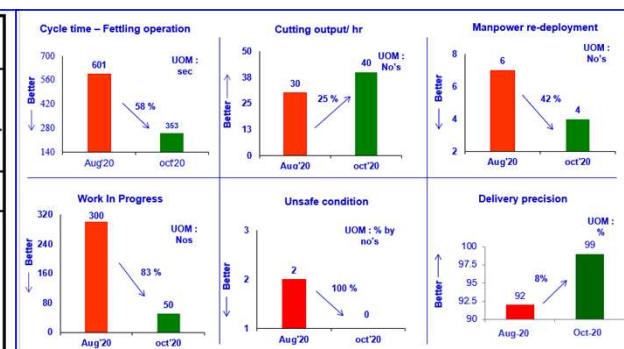
Kaizen Sheet							Company	MM/YY	S.NO
Productivity	Quality	Delivery	Safety	Cost	Energy	Morale	Sundaram Clayton Limited	08/2021	11
Kaizen Title : Eliminate spindle accident due to Magazine malfunction							Implemented Area: Machine shop		
							Implemented By: Manogaran		
Problem/Present Status: spindle accident due to Magazine tool counting sensor malfunction 		Before Improvement:  No additional sensor available to detect the tool count		Result/Benefit: Spindle accident due to tool counting sensor reduced by 100% 					
Real Root Cause Identification: Tool hit to component Why? ↓ Wrong tool in the spindle Why? ↓ Magazine tool position changed Why? ↓ Tool count sensor malfunction RC : Poor design		After Improvement:  Provided PLC interlock for magazine position missing		Standardization : Update the PLC ladder in manual Added in PM sheet					
Root cause		Poor design		Horizontal Deployment : All VMC					
Idea to eliminate root cause		Improve the design							
Countermeasure		Provide Additional sensor to detect tool pot location							

Before improvement	After improvement
> Breakdown hours - 160 Hours	> Breakdown hours - 0 Hours
> Spindle accident Frequency - 5 Occ	> Spindle accident Frequency - 0 Occ
> Cost spent on tool due to spindle accident – 80K INR.	> Cost spent on tool due to spindle accident– 0 K INR.
> Cost spent on Spindle service due to spindle accident– 3.6 Lakhs	> Cost spent on Spindle service due to spindle accident– 0 Lakhs
> Spindle accident – MTTR - 32 Hrs	> Spindle accident – MTTR - 0 Hrs
Inference: Total cost savings Rs 4,40,000/-	



Suggestion examples

Kaizen Sheet							Company	MM/YY	S.NO
Productivity	Quality	Delivery	Safety	Cost	Energy	Morale	Sundaram Clayton Limited	10/2020	11
Kaizen Title : Productivity improvement in 800-1 PDC machine							Implemented Area:	Unit 1	
							Implemented By:	G. Sathish Kumar	
Problem/Present Status: Low Productivity (30Nos) against M/c Productivity (40Nos) in gate removal process in 800-1 PDC Machine		Before Improvement:  		Result/Benefit: Productivity improved- Excess manpower removed 					
Real Root Cause Identification: Excess manpower deployment <i>Why?</i> Manual work content is more <i>Why?</i> Cutting and removal of biscuit is manual <i>Why?</i> Part is cut manually by Band saw <i>Why?</i> No automated machine		After Improvement:  		Standardization : EJO Updated OS Updated					
Root cause		No automatic trimming tool machine					Horizontal Deployment :		
Idea to eliminate root cause		Implement profile trimming tool in trimming press					Cells	Benefits	Target date
Countermeasure		Eliminate manual cutting operation					800-1	3 Man/day	Completed



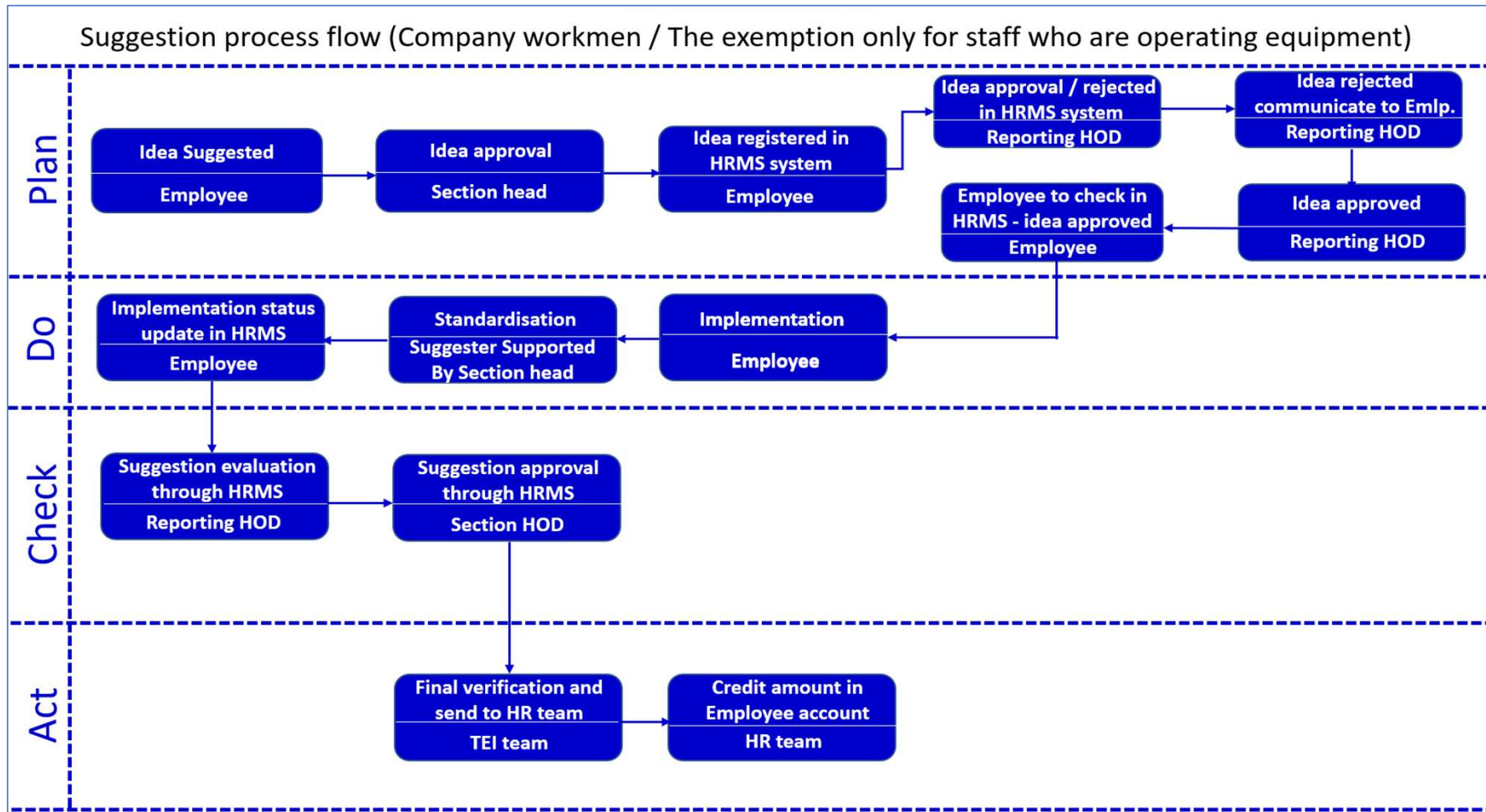
Suggestion examples

[illegible]

REPIALAT (SUGGESTION NO.) 23102388	NAME P. Karanagari	TO BE FILLED BY SUGGESTION EVALUATOR	SUGGESTION NO. 23102388	
	E. No. 507114		CATEGORY ☒ COST REDUCTION ☐ MACHINE ☐ MORALE ☐ SAFETY & HYGIENE ☐ PROCESS ☐ PRODUCTIVITY ☐ JOSH KODEN STEPS ☐ ADMINISTRATION ☐ DELIVERY ☐ QUALITY ☐ MATERIAL	
DEPARTMENT PDS-DIS	DATE 31/01/2023	A. ISBE Gears Housing FO Shot Sleeve ID Egwibe and 6 Bgowa ffo shot sleeve under Bgowa and Ex-ISBE Gears Housing SPUR bush and collar spacers not giving PROPER MOUNTING BOW SPUR bush in Athuliya c/p and Bgowa ffo shot sleeve		
UNIT 1	Part No. -	M/c Number 1400MIC	Operation Number -	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)	
Before Improvement (Drawing/Photo)	After Improvement (Drawing/Photo)			

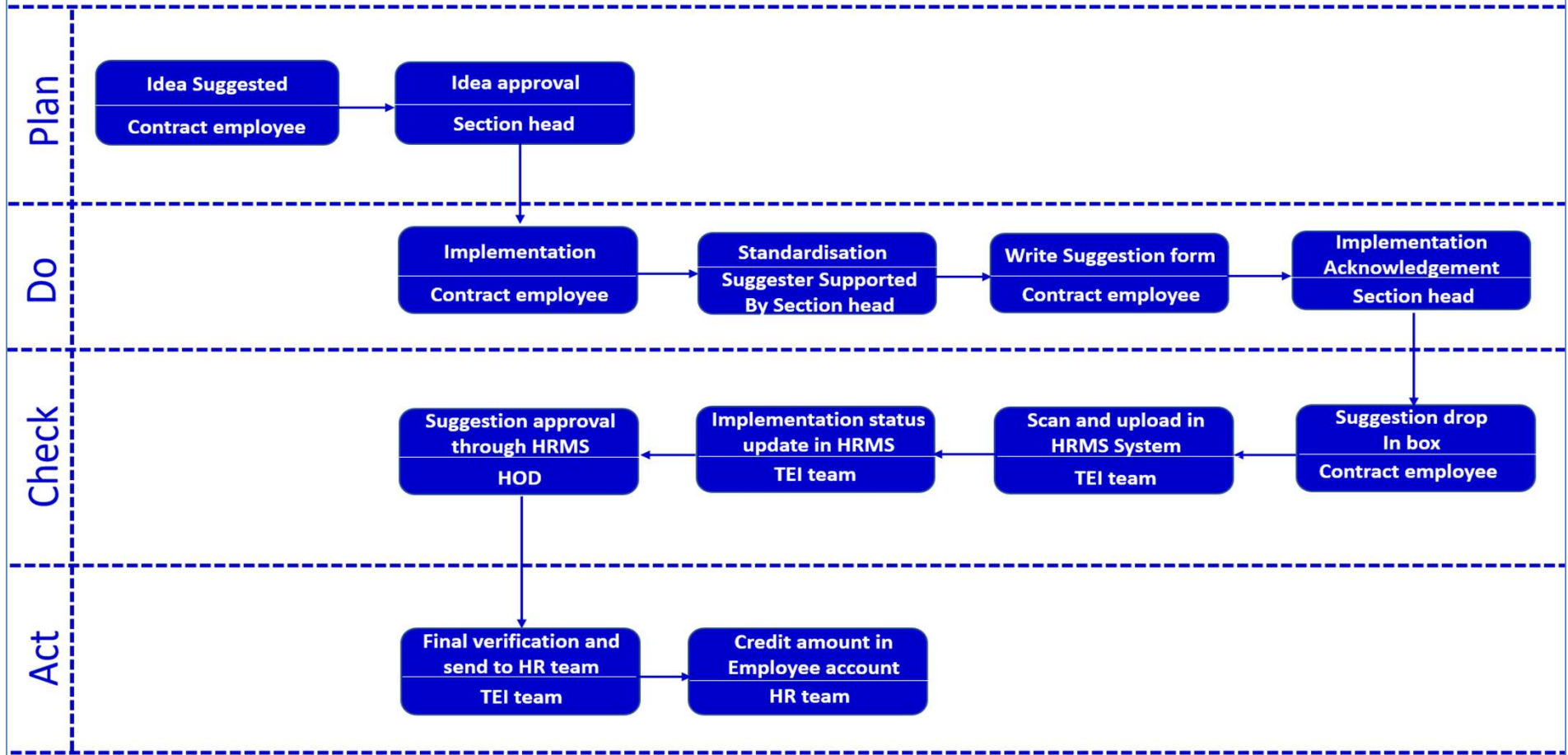
[illegible]

Suggestion flow - HRMS



Suggestion flow - Manual Suggestion from

Suggestion process flow (off roll employees /on roll employees)



Suggestion form format (HRMS)

Step 1 - Create a Suggestion +

Add your suggestions by clicking on the + symbol.

+ குறியீட்டைக் கிளிக் செய்வதன் மூலம் உங்கள் பரிந்துரைகளைச் சேர்க்கவும்

Suggestion Form

100%

Home

Category
Please Select

Supporting Department
Please Select

Part No

Machine No

Operation No

Suggestion Content

Submit

Cancel

Suggestion form format (HRMS)

Step 2 - Idea Approval → All ideas submitted need to be approved by the reporting manager.

யோசனை ஒப்புதல் - சமர்ப்பிக்கப்பட்ட அனைத்து யோசனைகளும் அறிக்கையிடல் மேலாளரால் அங்கீகரிக்கப்பட வேண்டும்

Suggestion Form View

Home

Suggestion No
SG-2023-1002-00002

Part No
teststd324

Suggestion Content
testing

Category
MORALE

Machine No
03

Department
Assembly Customer Support

Operation No
tet34

Remarks

Approve

Reject

Cancel



Suggestion form format (HRMS)

Step 3 - After approval creator needs to update the suggestion implementation status and submit for manager approval.

ஒப்புதலுக்குப் பிறகு, படைப்பாளர் பரிந்துரையைப் புதுப்பித்து மேலாளரின் ஒப்புதலுக்குச் சமர்ப்பிக்க வேண்டும்

Suggestion Form View

Suggestion No
SG-2023-1002-00003

Part No
test34

Suggestion Content
teststes

Category
QUALITY

Machine No
test34

Department
Human Resources Information Technology

Operation No
test34

Remarks
please go head

Before Improvement

After Improvement

Before Sketch

After Sketch

Benefits

Before Improvement Attachement
Choose File No file chosen

After Improvement Attachement
Choose File No file chosen

Before Sketch Attachement
Choose File No file chosen

After Sketch Attachement
Choose File No file chosen

Standardisation Tick wherever applicable & completed
Please Select

Suggestion form format (HRMS)

Step 4 - The suggestion must be rated based on improvements in the suggestion.

பரிந்துரையில் உள்ள மேம்பாடுகளின் அடிப்படையில் பரிந்துரை மதிப்பிடப்பட வேண்டும்

CRITERIA FOR SUGGESTION EVALUATION	
Scoring Items	Points
Production increase / cost reduction	☐ < 1 % (5) ☐ 1 to 3 % (15) ☐ 3 to 5 % (25) ☐ > 5 % (30)
Originality (level of technical idea)	☐ Nearly old idea (5) ☐ Some what changed the old suggestion (15) ☐ Similar to another but with further development (25) ☐ Completely unique suggestion with out precedence (30)
Efforts taken for Implementation	☐ Implemented by other agencies (5) ☐ Implemented with the help of group leader (10) ☐ Implemented with the help of colleagues (15) ☐ Implemented by self (20)
Applicable range (Horizontal)	☐ Difficult to use for other work (1) ☐ Some what useful to other work (5) ☐ Can be applied to other work (7) ☐ Extremely wide applicability (10)
Connected to work duties	☒ Suggestion is made with natural course of their duties (0) ☐ Suggestion is made which is part of their work duties (5) ☐ Suggestion is mostly unrelated to work duties (7) ☐ Completely unrelated to work duties (10)
Points :	Reward :
Remarks	
Approve Reject Cancel	



Suggestion form format (HRMS)

Step 5 - After evaluator approval , suggestion would be approved by the respective department HOD and HOD can change the rating during the process.

மதிப்பீட்டாளரின் ஒப்புதலுக்குப் பிறகு, அந்தந்த துறை HOD ஆல் பரிந்துரை அங்கீகரிக்கப்படும் மற்றும் HOD செயல்பாட்டின் போது மதிப்பீட்டை மாற்றலாம்

CRITERIA FOR SUGGESTION EVALUATION	
Scoring Items	Points
Production increase / cost reduction	☐ < 1 % (5) ☒ 1 to 3 % (15) ☐ 3 to 5 % (25) ☐ > 5 % (35)
Originality (level of technical idea)	☐ Nearly old idea (5) ☐ Some what changed the old suggestion (15) ☒ Similar to another but with further development (25) ☐ Completely unique suggestion with out precedence (35)
Efforts taken for Implementation	☐ Implemented by other agencies (5) ☐ Implemented with the help of group leader (10) ☐ Implemented with the help of colleagues (15) ☒ Implemented by self (20)
Applicable range (Horizontal)	☒ Difficult to use for other work (5) ☐ Some what useful to other work (15) ☐ Can be applied to other work (25) ☐ Extremely wide applicability (35)
Connected to work duties	☒ Suggestion is made with natural course of their duties (5) ☐ Suggestion is made which is part of their work duties (15) ☐ Suggestion is mostly unrelated to work duties (25) ☐ Completely unrelated to work duties (35)
Points :	Reward :
61	125
Remarks	
18/11/23	
HOD	
Remarks	
Approve Reject Cancel	



Suggestion form format (HRMS)

Step 6 - Finally, TEI approval is required. TEI can also change suggestion rating as per the guidelines.

இறுதியாக, TEI அனுமதி தேவை. TEI வழிகாட்டுதல்களின்படி பரிந்துரை மதிப்பீட்டையும் மாற்றலாம்

Scoring Item	Points
Production increase / cost reduction	☒ < 1 % (5) ☐ 1 to 3 % (15) ☐ 3 to 5 % (25) ☐ > 5 % (35)
Originality (level of technical idea)	☐ Nearly old idea (5) ☒ Some what changed the old suggestion (15) ☐ Similar to another but with further development (25) ☐ Completely unique suggestion with out precedence (35)
Efforts taken for implementation	☐ Implemented by other agencies (5) ☒ Implemented with the help of group leader (10) ☐ Implemented with the help of colleagues (15) ☐ Implemented by self (20)
Applicable range (Horizontal)	☐ Difficult to use for other work (5) ☐ Some what useful to other work (5) ☒ Can be applied to other work (7) ☐ Extremely wide applicability (10)
Connected to work duties	☐ Suggestion is made with natural course of their duties (5) ☐ Suggestion is made which is part of their work duties (5) ☐ Suggestion is mostly unrelated to work duties (7) ☒ Completely unrelated to work duties (10)
Points :	Reward :
47	75
Remarks test	
HOD	
Remarks testtest	
TEI Team	
Remarks	
Approve Reject Cancel	

Suggestion form format (HRMS)

Step 7 - The suggestion list is for quick access to the most recent status of the suggestion.

பரிந்துரைப் பட்டியல், பரிந்துரையின் மிகச் சமீபத்திய நிலையை விரைவாக அணுகுவதற்கானது

Suggestion Form +											Home
Suggestion No											
Suggestion No	Unit	Part No	Machine No	Operation No	Created By	Evaluator	HOD	TEI	Status	Action	
SG-2023-1002-00008	1002-PHU1 - EOU	test	test23	tewt34	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Rejected	✎ ↓	
SG-2023-1002-00007	1002-PHU1 - EOU	test34	test56	test45	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Completed	✎ ↓	
SG-2023-1002-00006	1002-PHU1 - EOU	test12	test12	test12	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Waiting for TEI approval	✎ ↓	
SG-2023-1002-00005	1002-PHU1 - EOU	tree45	uytu78	ads23	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Waiting for HOD approval	✎ ↓	
SG-2023-1002-00004	1002-PHU1 - EOU	gsgd56	tetw45	piou89	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Waiting for Evaluator approval	✎ ↓	
SG-2023-1002-00003	1002-PHU1 - EOU	test34	test34	test34	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Idea-Approved	✎ ↓	
SG-2023-1002-00002	1002-PHU1 - EOU	teststd324	03	tet34	105029/Roopesh K	Sirajuddin Ahmed T	Sundaramoorthy R	Senthilnathan S	Waiting for Idea approval	✎ ↓	

Showing 1 to 7 of 7 entries



Suggestion form format (Manual)

Polyhose® EMPLOYEE SUGGESTION FORM (PHES)			
To be filled by suggester ପ୍ରସ୍ତାବଦାତାଙ୍କ ଦ୍ୱାରା ଭରଣ କରିବାକୁ		To be filled by evaluator ପ୍ରସ୍ତାବମାନର ମୂଲ୍ୟାଙ୍କନକାରୀଙ୍କ ଦ୍ୱାରା ଭରଣ କରିବାକୁ	
EMP Name / ଗ୍ରୁପ୍ ନାମ :		Suggestion No :	
EMP No / ଟା. ନମ୍ବର / ଟି. ନମ୍ବର :		ACCEPTED REJECTED Not New Not Feasible Not Required	
Department / ଡିପାର୍ଟମେଣ୍ଟ / ବିଭାଗ :		COMMENTS:	
Date / ତାରିଖ / ତାରିଖ :		Evaluator Signature	
To be filled by suggester ପ୍ରସ୍ତାବଦାତାଙ୍କ ଦ୍ୱାରା ଭରଣ କରିବାକୁ		To be filled by suggester ପ୍ରସ୍ତାବଦାତାଙ୍କ ଦ୍ୱାରା ଭରଣ କରିବାକୁ	
EMP Name / ଗ୍ରୁପ୍ ନାମ :		Suggestion No :	
EMP No / ଟା. ନମ୍ବର / ଟି. ନମ୍ବର :		CATEGORY ☒ TICK MARK	
Department / ଡିପାର୍ଟମେଣ୍ଟ / ବିଭାଗ :		☐ PRODUCTIVITY ☐ MORALE ☐ MATERIAL ☐ QUALITY ☐ SAFETY ☐ ADMINISTRATION ☐ COST REDUCTION ☐ MACHINE ☐ DELIVERY ☐ PROCESS	
Date / ତାରିଖ / ତାରିଖ :		Date / ତାରିଖ / ତାରିଖ :	
Unit	Part No.	Machine No.	Operation No.
Suggestion Content ପ୍ରସ୍ତାବର ବିବରଣୀ			
Before Improvement ପ୍ରସ୍ତାବ ପ୍ରଦାନ ପୂର୍ବରୁ		After Improvement ପ୍ରସ୍ତାବ ପ୍ରଦାନ ପରେ	
Before Sketch ପ୍ରସ୍ତାବ ପ୍ରଦାନ ପୂର୍ବରୁ		After Sketch ପ୍ରସ୍ତାବ ପ୍ରଦାନ ପରେ	
Benefits			
Suggestion Implemented date..... Suggester Signature			
QPCP (Quality control process chart) ☐ Drawing ☐ One point lesson ☐ SOP (Standard operating procedure) ☐ Operation Standard ☐ Tools / Fixture / Gauges drawing ☐ Checklist ☐ FMEA (Failure mode effect analysis) ☐			
Implementation Done / TICK MARK		Award amount Rs. Evaluator name / Signature HOD Signature	
YES NO			
Note: Tangible benefits if any if yes please furnish details to be attached			
Tangible Benefits Rs..... Finance Signature			

Format no : PH / LA / HR / 004 , Rvs 01 , date : 14.06.2023

Polyhose® EMPLOYEE SUGGESTION FORM (PHES)					
Suggestion work flow :					
The Aims & benefits of Suggestion system are		Eligibility of Subjects matters : Some of the subjects matter eligible for suggestion scheme			
For the Employee		Work place improvements - Productivity - Manpower saving - Working condition - Product design - Quality - Utilization of resources - Services - Safety - Material handling / storage - Ways of indigenisation - Communication - House keeping - System - Process standardisation			
For the company		Cost Reduction - Scrap cost - Power cost - Energy cost - Fuel cost - Tool / insert cost - Consumable cost - Physical efforts in working inventory - Indirect labour - Operating expenses			
The basic purpose of Suggestion Scheme is					
- To promote human respect - To create an active workplace worth living - To Self Development & Mutual development - To Continual improvement that benefits the employee and company					
Some of the areas which are not open of Suggestion scheme shall be					
- Company Policy matters - Statutory conditions - Personal grievances - Any other areas identified by the management					
CRITERIA FOR SUGGESTION EVALUATION					
S.no	Scoring Items	Points			
		< 1 %	1 to 3 %	3 to 5 %	> 5 %
01	Production increase / cost reduction	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
Total Points Scored		Award amount in Rupees	Tick	Total Points Scored	Award amount in Rupees
01 to 30		25		61 to 70	125
31 to 40		50		71 to 80	150
41 to 50		75		81 to 90	175
51 to 60		100		91 to 100	200
PLUS					
Award based on Savings as per guidelines					

Format no : PH / LA / HR / 004 , Rvs 01 , date : 14.06.2023



Evaluation flow

CRITERIA FOR SUGGESTION EVALVATION					
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



Role of Suggester

- ✓ Think clearly ways and means of improving the workplace.

பணியிடத்தை மேம்படுத்துவதற்கான வழிகளையும் வழிமுறைகளையும் தெளிவாக சிந்தியுங்கள்

- ✓ State the problem or the situation in the workplace, give a solution / proposal, State the effect of implementing the solution / proposal.

பணியிடத்தில் உள்ள பிரச்சனை அல்லது சூழ்நிலையைக் குறிப்பிடவும், ஒரு தீர்வு / முன்மொழிவை வழங்கவும், தீர்வு / முன்மொழிவை செயல்படுத்துவதன் விளைவைக் குறிப்பிடவும்

- ✓ Discuss with immediate group leader and section head on the feasibility of suggestions.

பரிந்துரைகளின் சாத்தியக்கூறுகள் குறித்து உடனடி குழுத் தலைவர் மற்றும் பிரிவுத் தலைவருடன் விவாதிக்கவும்

- ✓ Try to implement work related improvement suggestions.

பணி தொடர்பான மேம்பாட்டு பரிந்துரைகளை செயல்படுத்த முயற்சிக்கவும்

- ✓ Give data true and accurate

தரவை உண்மையாகவும் துல்லியமாகவும் கொடுங்கள்



Role of Supervisors (Group leader) in implementation

Help in implementation especially when request on

- ✓ Electrical modifications
- ✓ Modification / changes in parts or products
- ✓ Fabricated items / guards / tool room made items
- ✓ Purchase of new items / tools / consumables
- ✓ Process modification, layout changes , cycle , cycle time reduction

If suggester approach with data & relevant forms.



Thank You

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Reach us on



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