

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MONTHLY PROGRESS REPORT OF QUALITY CIRCLE								
Document No.:	QF-TQM-01	Revision No.:	01	Effective Date:	31/05/07	Page:	1	of	1

**POWER GRID COMPANY OF BANGLADESH LTD.  
MONTHLY PROGRESS REPORT OF QUALITY CIRCLE**

1. Reporting Period:
2. Name of the Circle
3. Registration Number:
4. Name of the Office:
5. Name of the Facilitator:
6. Name of the Leader:
7. Number of Meeting held during the reporting period:
8. Average Attendance in meeting: ..... %

$$\text{(Average = } \frac{\text{Total number actually attended in the meetings held}}{\text{No. of meeting possible during the period X no. of members}} \times 100 \text{)}$$

9. Brief outline of activities carried out during the reporting period:

10. Title of the Problem/Project in hand:


\_\_\_\_\_  
Leader of the Circle:

Date:

\_\_\_\_\_  
Facilitator of the Circle:

Date:

NB: This report must reach the office of MR by the 2<sup>nd</sup> day of the following month.

Reviewed by (MR): 

Approved by (MD): 

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: SUMMARY OF MONTHLY ACTIVITY REPORT OF QUALITY CIRCLES								
Document No:	QF-TQM-02	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

## POWER GRID COMPANY OF BANGLADESH LTD.

### SUMMARY OF MONTHLY ACTIVITY REPORT OF QUALITY CIRCLES

Reporting Period:

Sl. No.	Name of the Circle	Office	Facilitator	No. of Meetings held during the period	Average Attendance in %	Title of the Problem in Hand

\_\_\_\_\_  
Leader of the Circle:

Date:

\_\_\_\_\_  
Facilitator of the Circle:

Date:

NB: This report is to be sent to MR for reporting to Steering Committee

Reviewed by (MR):



Approved by (MD):



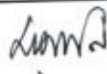
QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: 5-S CHECK SHEET								
Document No:	QF-TQM-03	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	2

**POWER GRID COMPANY OF BANGLADESH LTD.  
5-S CHECK SHEET**

Date:	
Section/ Dept.:	
Auditor/Judge:	

		Observation	Point
1.	<b>SEIRI (Judge the systematic sorting out of necessary and unnecessary items)</b>		
	i. Are there unnecessary parts, components, raw materials?		
	ii. Are there unnecessary tools?		
	iii. Are there unnecessary equipment, machines?		
	iv. Are there unnecessary furniture?		
	v. Are there unnecessary papers, records?		
	vi. Are there excessive volume of raw materials?		
	vii. Are there excessive in process inventory?		
	viii. Are there preventive measures to restrict unnecessary items entering the work place?		
	ix. Are necessary rules established for replenishment of consumable items?		
	x. Are necessary items classified?		
2.	<b>SEITON: (Judge the ability to take out &amp; replace the needed items quickly)</b>		
	i. Whether location & placements of parts, components, raw materials appropriate?		
	ii. Whether location & placement of tools appropriate?		
	iii. Whether location & placement of equipment, machine appropriate?		
	iv. Whether location & placement of furniture appropriate?		
	v. Whether layout in general (efficient) appropriate?		
	vi. Are materials, tools, parts etc. placed on the floor?		
	vii. Are items correctly placed in designated places?		
	viii. Are materials scattered in the working area?		
	ix. Are delivery/ collection boxes appropriately placed?		
	x. Whether waste, broken, surplus eliminated?		
3.	<b>SEISO (Judge if the things are in a ready to use condition, clean &amp; tidy.)</b>		
	i. Are work place, machines, tools, equipment clean ?		
	ii. Are oil, cutting chips, dusts scattered around?		
	iii. Are measuring instruments free from stain rust etc.?		
	iv. Is the floor clean, free from dust, dirt, stain, garbage etc.?		
	v. Are walls, Ceiling, Windows Doors, Ceiling fan, Light shed clean?		
	vi. Are posters, instructions free from dirt?		
	vii. Are there preventive measures to protect from dust, dirt, stain etc?		
	viii. Is personnel cleanliness & hygiene adequate?		
	ix. Are tools, equipment, and machines in useable condition?		
	x. Is their a cleaning schedule/programme?		

Reviewed by (MR):



Approved by (MD):



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Document No:	QF-TQM-03	Revision No.:	00	Effective Date:	15/02/07	Page:	2	of	2

<b>4. SHEIKETSU: (Judge the degree of visualization, color coding, labeling &amp; standardization)</b>			
i. Clear demarcation of lines for passage, working site, storage etc.			
ii. Clear identification of item names			
iii. Caution signs are indicated appropriately			
iv. Safe operations procedures displayed			
v. Machines, tools, equipment are appropriately painted			
vi. Display of standard samples (where appropriate)			
vii. Observe appropriate posture.			
viii. Noise level, vibration, heat, light etc. conducive for good work.			
ix. Display of target, achievement and necessary information			
x. Establishment of necessary rules and procedure			
<b>5. SHITSUKE (Judge if it is ensured that things get properly done as a matter of habit)</b>			
i. Operators (workers understand standard work instructions			
ii. Operators/ Workers follow standard work procedures and related instructions.			
iii. Use of hand gloves, apron, cap, shoes/sandals etc. protective devices where appropriate.			
iv. Operators/ Workers commitment to Quality			
v. Operators/Workers commitment to safety.			
vi. Relationship with co-workers			
vii. Cooperative attitude / team work			
viii. Commitment to timeliness			
ix. On job training			
x. Overall discipline			

Signature of the Auditor  
Date:

**INSTRUCTION:**

1. This checklist is for Auditors/Judges for assessing the status of 5-S activities.
2. This is a general checklist applicable to all situations. Organisations may develop checklist reflecting its own need.
3. This is an indicative checklist providing a sense of direction only. Judges/Auditors should utilise their intuition to assess the working environment.
4. Judges/Auditors can choose their own scale for rating.

Reviewed by (MR):

*[Handwritten Signature]*

Approved by (MD):

*[Handwritten Signature]*

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: 5-S AUDIT RESULT SHEET								
Document No:	QF-TQM-04	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

## POWER GRID COMPANY OF BANGLADESH LTD.

### 5-S AUDIT RESULT SHEET

Name of the GMD Circle:

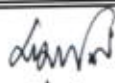
Name of the Office	January~March 20.....	April~June 20.....	July~September 20.....	October~December 20.....	Remarks

\_\_\_\_\_  
Deputy General Manager, Circle .....

Date:

NB: Audit Team of each circle shall audit GMD's and respective offices quarterly. Rating will be done on the basis of audit sheet (QF-TQM-03).  
This report is to be sent to MR within 3<sup>rd</sup> day of the next quarter. MR will arrange audit of the HQ offices.

Reviewed by (MR):



Approved by (MD):

