

For : All Concern Department
From : 5S Committee
RE : **KICK – OFF 2024**
Date : October 16, 2024
Reference : FIN-000-24-0-225

As part of continuing support to our company goals in achieving cleanliness: orderliness and a safe working environment, Kolin Philippines Int'l., Inc. will have its **“CLEAN UP DAY: Battle of Departments”** on October 19, 2024. 5S Committee will assign auditors to each department to verify each employee's commitment in practicing Good Housekeeping within their work station.

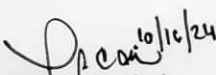
In addition to this the committee groups each department/section within their respective area to form camaraderie with each section. For those with large number of employees can stick with their own department. Please be guided accordingly with your grouping.

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|--------------------------|-----------------------------------|
| 1. Finance | 5. Sales |
| 2. AIS / ADM / KMI / MIS | 6. Marketing |
| 3. OP / PCO | 7. Service |
| 4. HR | 8. Tools & Parts / Lounge / Lobby |


A small token of appreciation is up for grabs with department/ section with the highest scores. We encourage each employee to actively participate with this activity and **LET'S MAKE 5S A HABIT!**

Please see attached checklist for the CLEAN – UP DAY 2024

Prepared by:


Princess Calpe
5S Committee

Noted by:


Ms. Arlene Fabreag
Treasury Asst. Supervisor

5S Checklist 2024

S1 – Sort – SEIRI:

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| 1. No irrelevant reference materials, documents, drawings, etc. (Cabinets / Shelves) |
| 2. No irrelevant reference materials, documents, etc. (Desks / Tables) |
| 4. No excess pieces of equipment, documents, etc. (Drawers / Pedestal) |
| 5. Separate colored from white paper (do not crumpled paper) - Crates |

S2 – Set in order – SEITON:

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|---|
| 6. All tools and equipment are correctly place. (Computers, Telephones, Chairs etc.) |
| 7. Supplies and equipment are well organized for ease of take and return. (Calculator, stapler, etc.) |
| 8. Labeling of cabinets, shelves, drawers, pedestal, etc. for immediate identification. |
| 9. Documents are filed in accordance with the labels. (Folders) |
| 10. Displays are tidy (Bulletin / whiteboard, etc.) |
| 11. No personal or unnecessary items under your Desks / Tables |
| 12. Do not put anything on your chair upon leaving the office (Pillows may be allowed) |
| 13. Do not put anything in hallways without prior permission |
| 14. Free of clutter (Desk, Table, Cabinets, Pedestal, Drawer, etc.) |

S3 – Shine – SEISO:

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| 15. The floor is kept clean and no signs of damage. |
| 16. Walls and ceilings are in good condition and free from dirt and dust. |
| 17. Racks, pedestal, and cabinets are kept clean and in good condition. |
| 18. Equipment and supplies are kept clean and in good condition. (Telephones Computer, etc.) |
| 19. Desks, tables, chairs and other furniture are kept clean |

S4 – Standardize – SEIKETSU:

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| 20. Documents and Display boards kept up to date |
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S5 – Sustain – SHITSUKE:

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| 21. Chimes - Committed to 5S practices |
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