

SOP (Standard Operating Procedure) for SC Co Chair information dissemination to the colleagues of Technical and Complain Department

PURPOSE OF THE PROCEDURE

1. Dissemination SC Co Chair information to the colleagues of Technical and Complain Department for the RSC work.
2. Update SC Co Chair information in a regular basis.

ASSIGNED STAFF MEMBER

Responsible OSHTP Specialist is assigned for OSH Training Department besides his/her other assignments for overall coordination.

PROCESS/PROTOCOL

Step 1: Establish link between Inspections Schedule and OSH data Trackers, so the engineers will automatically get the names of SC Co-Chairs and dedicated OSHTP Specialist for related factories.

Step 2: If any mismatch is found, engineers email to the dedicated OSHTP Specialist with the updates.

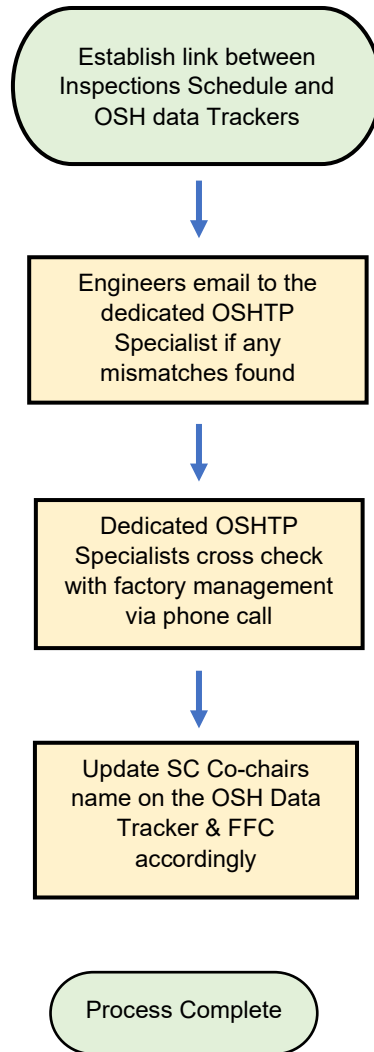
Step 3: Dedicated OSHTP Specialists cross check with factory management via phone call about the SC Co-chairs.

Step 4: Update SC Co-chairs name on the OSH Data Tracker, FFC and SC member list tracker accordingly.

Process Complete.

SOP #	RSC-OSHTP-SOP-2021-030	Reviewed By	HoD @ (MP)
Revision #	00	Approved By	MD
Prepared By	TL-Taslina	Approval Date	21-May-2022
Last Review Date	13-Nov-2024	Implementation Date	01-Jun-2020

PROCESS FLOW CHART



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