





## **Synergy House Berhad Group of Companies - Sample Team Policy**

	Document Code: SHB-SMPL-2023- P01	Revision No.: 0	Revision Date: 06/10/23	Supersedes: 06/10/23	Page No. 2 of 5
	<b>Sample Team Policy</b>				

## TABLE OF CONTENTS

	<b>Page</b>
<b>1. INTRODUCTION/PURPOSE</b>	3
<b>2. SCOPE</b>	3
<b>3. POLICY/PROCEDURE</b>	3 - 5

	Document Code: <b>SHB-SMPL-2023-P01</b>	Revision No.: <b>0</b>	Revision Date: <b>06/10/23</b>	Supersedes: <b>06/10/23</b>	Page No. 3 of 5
	<b>Sample Team Policy</b>				

## **1. INTRODUCTION/PURPOSE**

The primary purpose of Sample Team is to produce prototype and development samples. Ensuring that all sample manufactured meet an established quality standards and specifications. This includes quality control processes, consistency and reliability to optimize production processes while maintaining quality.


Creating a safe and conducive work environment for employees, offering training and development opportunities, and adhering to Company's Policy and regulations.

Building and maintaining a positive Company's reputation through ethical practices, and quality products.

## **2. SCOPE**

The main scope of production planning includes the following:

- 2.1 Identifying and stating the purpose of sample, in which this will include the item name, code of the product, quantity, volume, any raw material requirements, and various others.
- 2.2 Production planning will list any technical specifications for the various manufacturing states as well as for quality control.
- 2.3 Listing operations sequentially, in which this will include cycle time for production completion.
- 2.4 It will also list equipment, machines, tools, gauges, jobs, fixtures, and anything else required for various stages of production.
- 2.5 Specification to be followed in order to achieve results and reach a higher performance standard pertaining to cycle time, output level, etc.

	Document Code: <b>SHB-SMPL-2023-P01</b>	Revision No.: <b>0</b>	Revision Date: <b>06/10/23</b>	Supersedes: <b>06/10/23</b>	Page No. 4 of 5
	<b>Sample Team Policy</b>				

### **3. POLICY/PROCEDURE**

#### 3.1 Planning and Preparation:

- Define the production objectives, including quantity, quality, and deadlines.
- Determine the required materials, equipment, and resources.
- Create a production schedule and allocate tasks to team members.
- Conduct safety assessments and implement necessary precautions.

#### 3.2 Material Inspection:

- Inspect incoming materials for quality and compliance with specifications.
- Reject or replace materials that do not meet quality standards.

#### 3.3 Manufacturing Process:

- Process for manufacturing the item:
- Material preparation
- Production processes steps
- Quality control checkpoints
- Assemble, Packaging and labelling.

#### 3.4 Quality Control and Assurance:


- Implement quality control measures at various stages of production.
- Inspect finished products or completed services for defects.
- Document and address any quality issues immediately.
- Conduct regular quality checking to ensure compliance with standards.

#### 3.5 Equipment and Maintenance:

- Ensure that all production equipment is properly maintained and calibrated.
- Establish a preventive maintenance schedule.
- Document equipment maintenance and repairs.

#### 3.6 Inventory Management:

- Monitor inventory levels of raw materials, components, and finished products.
- Implement an inventory control system to avoid shortages or overstocking.

	Document Code: <b>SHB-SMPL-2023-P01</b>	Revision No.: <b>0</b>	Revision Date: <b>06/10/23</b>	Supersedes: <b>06/10/23</b>	Page No. 5 of 5
	<b>Sample Team Policy</b>				

### 3.7 Waste Management and Sustainability:

- Implement waste reduction and recycling practices.
- Ensure compliance with environmental regulations.
- Strive for sustainable production methods.

### 3.8 Safety and Compliance:

- Enforce safety protocols and provide training to employees.
- Ensure compliance with health and safety regulations.
- Investigate and report any workplace accidents or incidents.

### 3.9 Packaging and Labelling:

- Package products according to established standards and regulations required.
- Apply AI, labels and product information as required.

### 3.10 Continuous Improvement:

- Conduct regular reviews of the production process to identify opportunities for improvement.
- Implement process enhancements and update procedures accordingly.