6 S Standardization

RM Holdings (Pvt) Ltd

RM
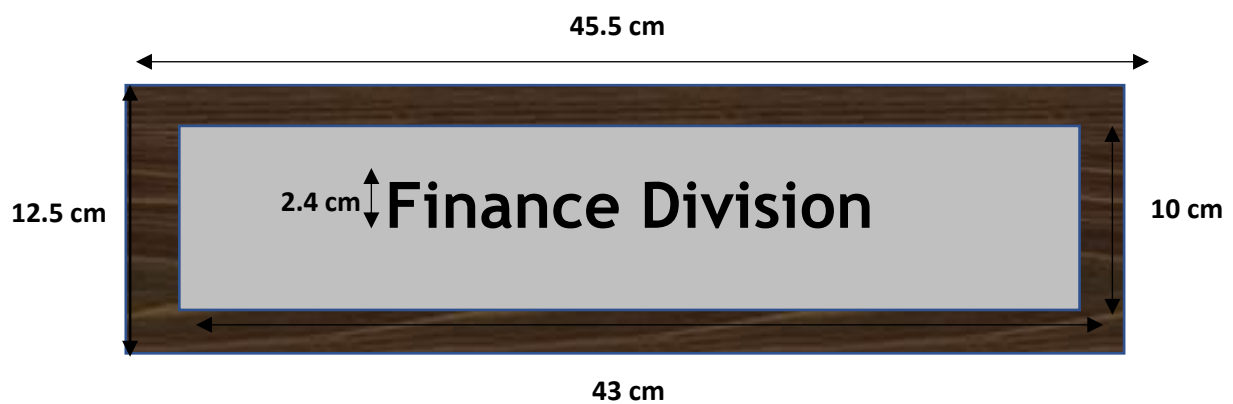Holdings

SORT   SET IN ORDER   SHINE   STANDARDIZE   SUSTAIN   SAFETY

Content

1. Department Name Board

Department name board must be displayed using the below format if hanged or pasted on walls.

Font - Trebuchet MS, Black font in Silver background,

Department Name Board Dimensions:

45.5 cm

12.5 cm

2.4 cm Finance Division

10 cm

43 cm

2. Cupboard Information Sheet

Cupboards must have the department name, cupboard number, shelf number and content. This cupboard information sheet must be placed at the inside right upper corner of the cupboard

Table measurements should be taken according to the EXCEL file.

HR - 01	
Shelf #	**Content**
1	Payroll Reports
2	
3	
4	
5	

Division Name   - Font - Trebuchet MS, Black font, bold, Font Size -28, Uppercase.

Shelf # and Content   - Font - Trebuchet MS, Black font, bold, Font Size -16

Content Details   - Font - Trebuchet MS, Black font, bold, Font Size -14

3. Cupboard Shelf Number

Cupboard shelf number must be placed on each cupboard shelf. The cupboard information sheet shelf number and content must correspond with the shelf number inside the cupboard. The shelf number should be placed on the right corner of the shelf.

Following box measurements should be taken according to the EXCEL file.

14
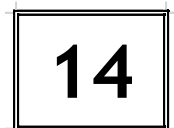
Font- 28, Trebuchet MS, black, bold in white background.

4. Department Dustbins

Department dustbins must have the department name placed on it.

Following box measurements should be taken according to the EXCEL file. Name tag of the Dustbins must be placed 01 cm distance from the bottom of the dustbin.
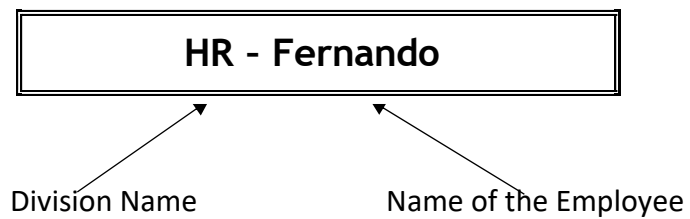
HR - Bin 02

Font- 14, Trebuchet MS, black, bold in white background.

5. Movable Office Accessories

Movable office accessories which are permanently kept on the table must be labeled as follows.

Eg- Puncher, Cello tape dispenser etc.

 Following box measurements should be taken according to the EXCEL file

```
┌─────────────────────────────────┐
│         HR - Fernando           │
└─────────────────────────────────┘
```

Division Name   Name of the Employee

Font- 14 Trebuchet MS, black, bold in white background.

6. Drawers Arrangement

All drawers and keys in workstations must be labeled below. The name tag should be placed in the right upper corner of the drawer.
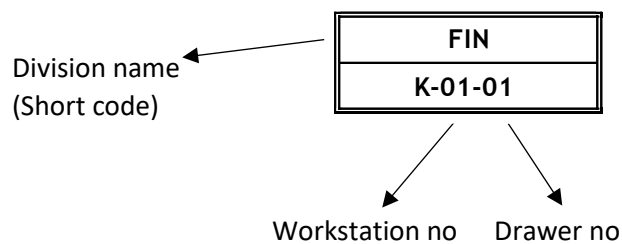
All measurements should be taken according to the EXCEL file

Drawer:

FIN-D-01-02-Stationary

Division name (Short code)   Workstation no   Drawer no   Contents of the Drawer
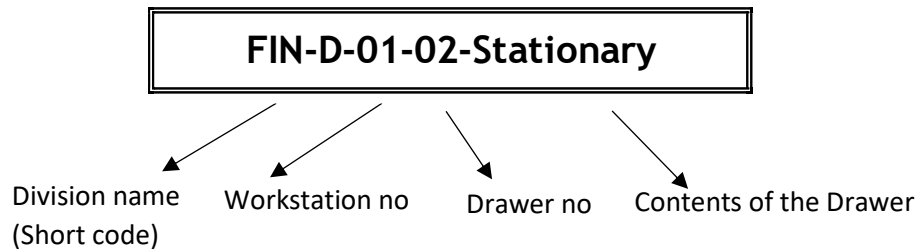
Font- 14 Trebuchet MS, black, bold in white background.

Drawer Keys:

Division name (Short code)

FIN
K-01-01

Workstation no   Drawer no

Font- 10 Trebuchet MS, black, bold in white background.

All items should have a specific location on the drawer and it must be labeled as follows.
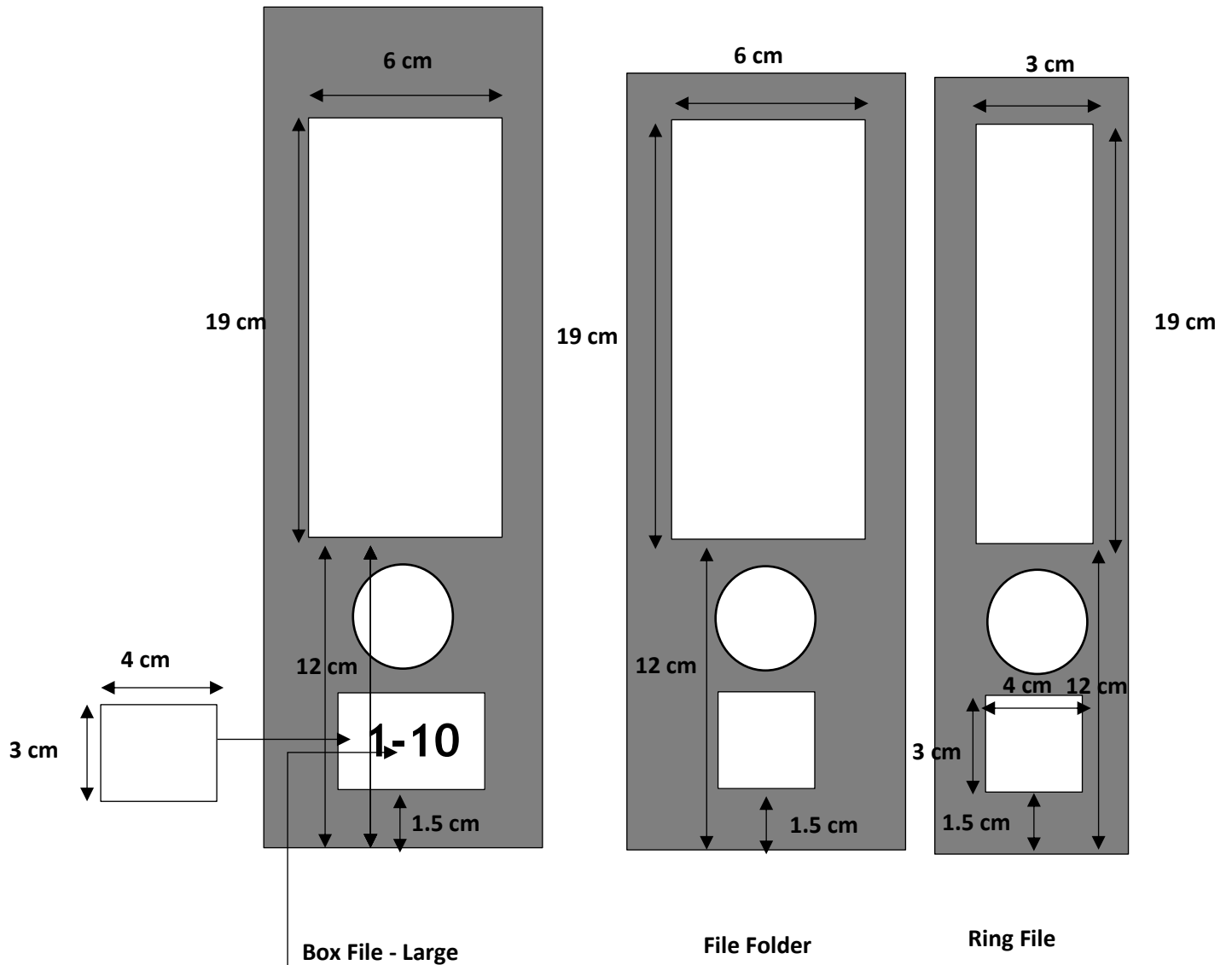
Company Seals

Font- 14 Trebuchet MS, black, bold in white background.

7. File Sticker and File Number Sticker

Files must be labeled with designated department file sticker.

Box File - Large	**File Folder**	**Ring File**

Font - 28 Trebuchet MS, black, bold in white background

File Sticker Format:

File Description – Font - 28 Trebuchet MS, black, bold in white background, Uppercase.

Division name & File no - Font- 30 Trebuchet MS, black, bold in white background, Uppercase.

MAX DUBAI PJ/ SUMMERSALT L/D (THREAD,HEATSEAl & SPECIAL ITEMS)

MER.

WAGES BOARD PAYROLL REPORTS 2021

HR

Name of the Division

5.8 cm

3 cm

2.5 cm

12.5 cm

3.5 cm

2.5 cm

19 cm

3 cm

3 cm

19 cm

12.5 cm

3.5 cm

2.5 cm
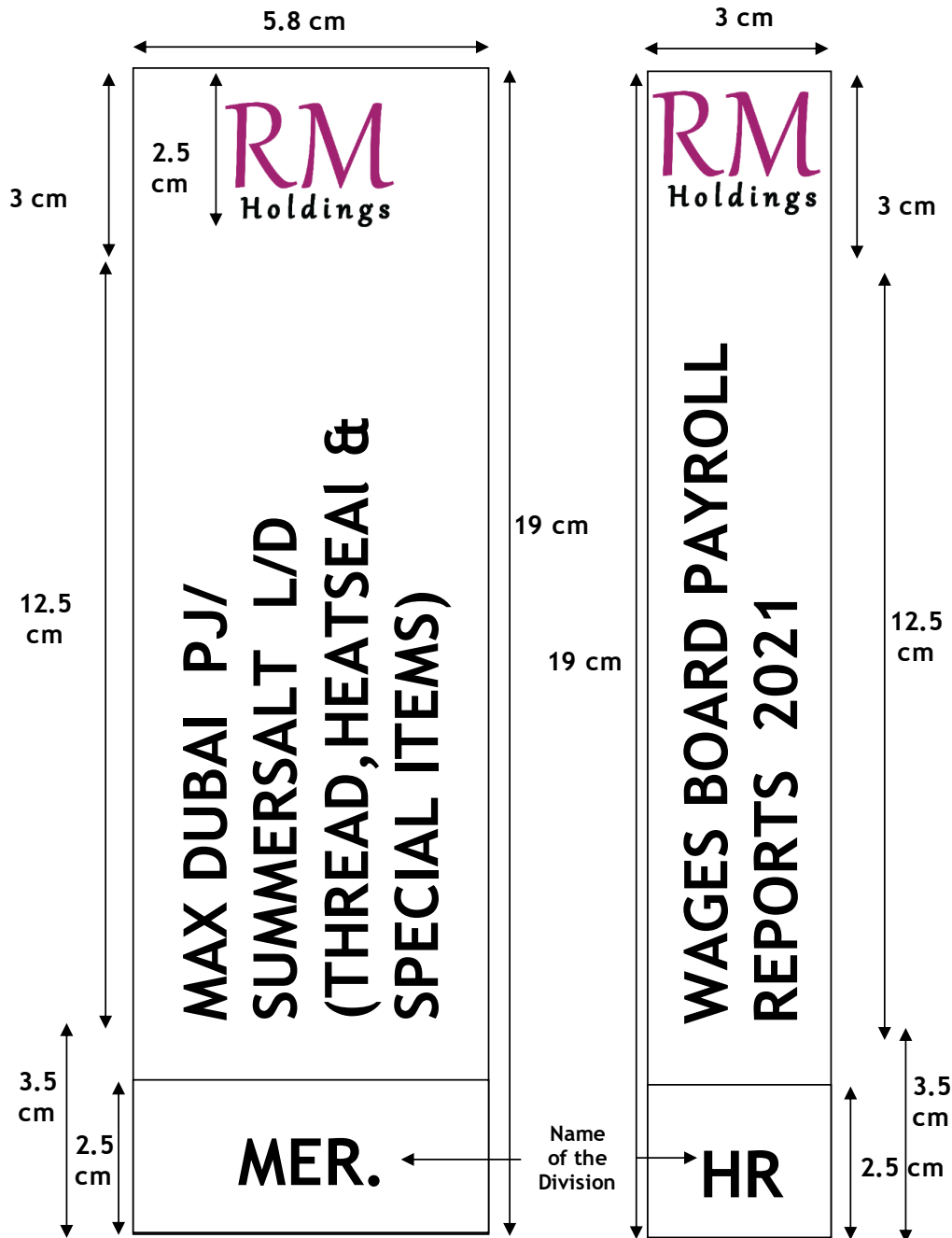
8. File Index

The type of information that a file contains is included in File Index. This File Index should be placed on the inside file.

Table measurements should be taken according to the EXCEL file.

	COMPLIANCE File Content	File Name (Font - Trebuchet MS, Black, Bold, Font Size-18, Uppercase
		Font - Trebuchet MS, Black, Bold, Font Size-14
1	**Factory Documentations**	Titles (Font - Trebuchet MS, Black, Bold, Font Size-14)
	1.1 Business Registration	
	1.2 BOI Registration	Sub Titles (Font - Trebuchet MS, Black, Font Size-12)
2	**Labor Department Approvals**	
	2.1 5 Days Approval	
	2.2 Death Donation Approval	

9. File Separation No & Description

The type of information that a file contains is included in File Index. File separations needs to be done according to the file index Titles or Sub Titles.

Separation No: Font - 28 Trebuchet MS, black, bold in white background.

All measurements should be taken according to the EXCEL file.

Eg:

24

File Separation Name: Name of the File separation needs be mentioned the as below.

Font - 22 Trebuchet MS, black, bold in white background, Align Right, Uppercase.

Eg:

BIRTHDAY CARD SAMPLES

10. Workstation Number

The work station number must be placed upper right corner of the table top.

15
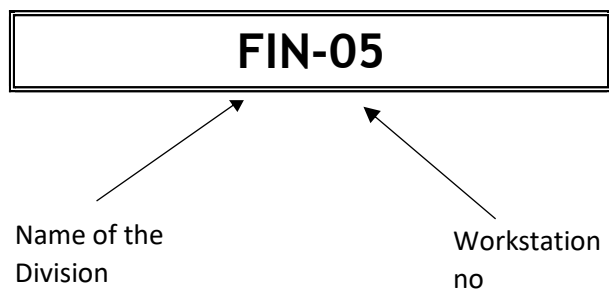
Font- 48 Trebuchet MS, black, bold in white background.

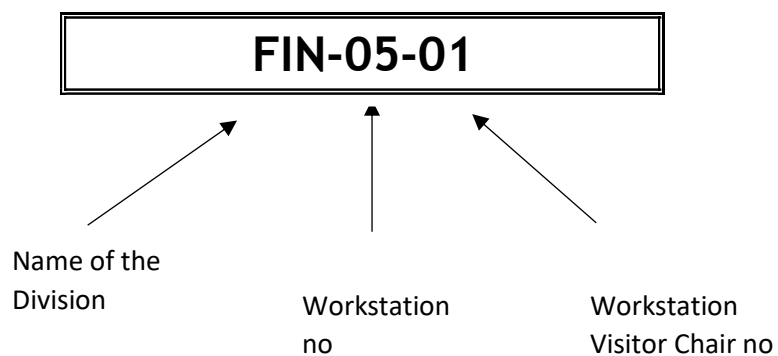All measurements should be taken according to the EXCEL file.

11.Workstation Chairs

All chairs of workstations must be labeled as follows. Label should be placed on the bottom of the backrest of the chair.

FIN-05

Name of the
Division

Workstation
no

Font- 18 Trebuchet MS, black, bold in white background.

If there are visitor chairs in workstations those should be labeled as follows.

FIN-05-01

Name of the
Division

Workstation
no

Workstation
Visitor Chair no

Font- 18 Trebuchet MS, black, bold in white background.

All measurements should be taken according to the EXCEL file.

12. Division Keys

All Division keys must be labeled below. The Key label should be pasted on the Door Key Tag of the division.

Font- 10 Trebuchet MS, black, bold in white background.

All measurements should be taken according to the EXCEL file.

Lobby Main Ent.
K-01

13. Switchboard identification

Switchboards should to be labeled as mentioned below. The switchboard should be numbered, and the description of the numbers should be placed near by the switch board. The Bulbs/ Fans/etc. should be labeled accordingly.

All measurements should be taken according to the EXCEL file.

Switchboard Content Description format:

|	HR Division	Area/Division Name (Font - Trebuchet MS, Black, Bold, Font Size-14
	Switchboard Content	Switch content (Font - Trebuchet MS, Black, Bold, Font Size-12
1	First Light Panel from the entrance	Switch content (Font - Trebuchet MS, Black, Bold, Font Size-10
2	Second Light Panel from the entrance	
3	Third Light Panel from the entrance	
4	Forth Light Panel from the entrance	
5	Pathway Light in front of the division	

Switchboard Label format:

To be placed on the top of each switch.

> **1**

Font- 12 Trebuchet MS, black, bold in white background.

Bulb/ Fan/ Object Label format:

To be placed on the Bulb/ Fan or the relevant object.

> **1**
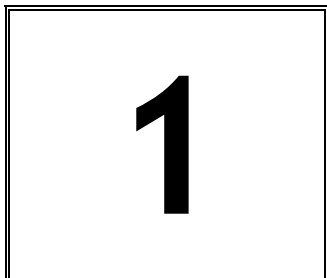
Font- 72 Trebuchet MS, black, bold in white background.

14. Office Equipment Labeling

Office Equipment should to be labeled as mentioned below.

All measurements should be taken according to the EXCEL file.

PRINTER

Font- 14, Trebuchet MS, black, bold, Uppercase in white background.