

Safety Management

IN PRODUCTION PLANNING & CONTROL

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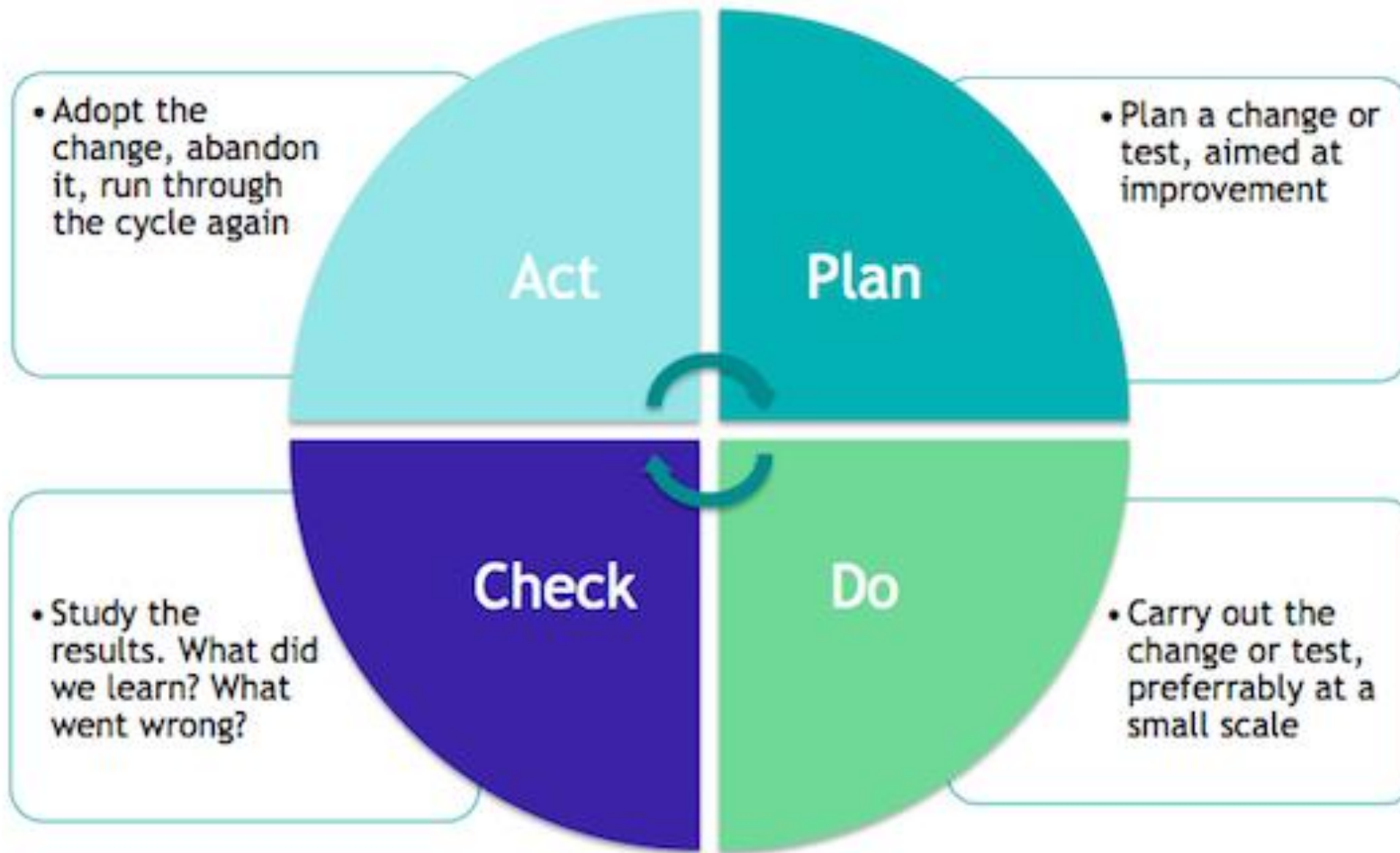
3rd Week

Last week...

- Process
- Standardization
- Procedure
- Documentation

This week...

- PDCA Cycle
- Documentation (Cont.) => Forms and Lists



How to manage?

Let's think about PDCA cycle of «teaching»...

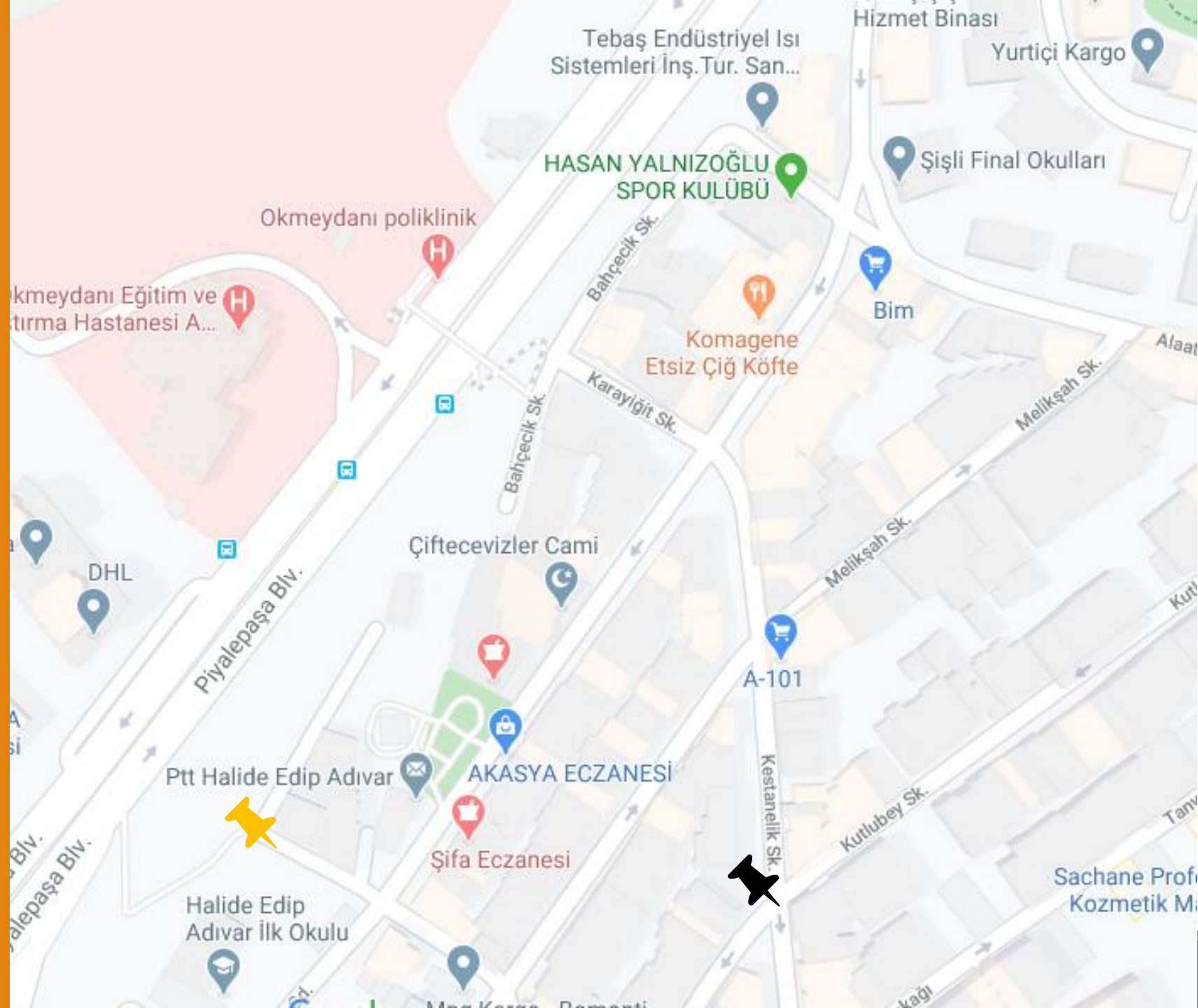
Plan / Do /
Check / Act

PDCA of this course...



Call your
friend...

What we need?



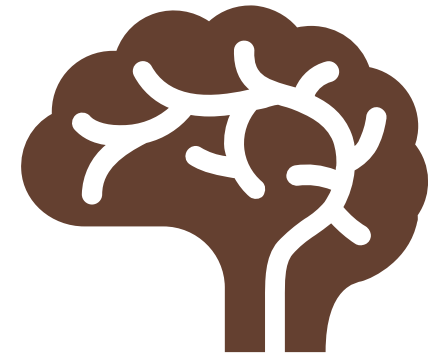
Collecting Data

- Forms
- Questionnaires
- Observations
- Interviews
- Autonomous Systems
- ...



Report an incident...

«Someone came to classroom while you are alone and demounted the projector. You asked something. He said meaningless words and went with projector»



Solution?

INCIDENT REPORTING FORM

Date :

Time :

Type of Incident : Security Safety Malfunction

What happened :

What did you do:

Forms...

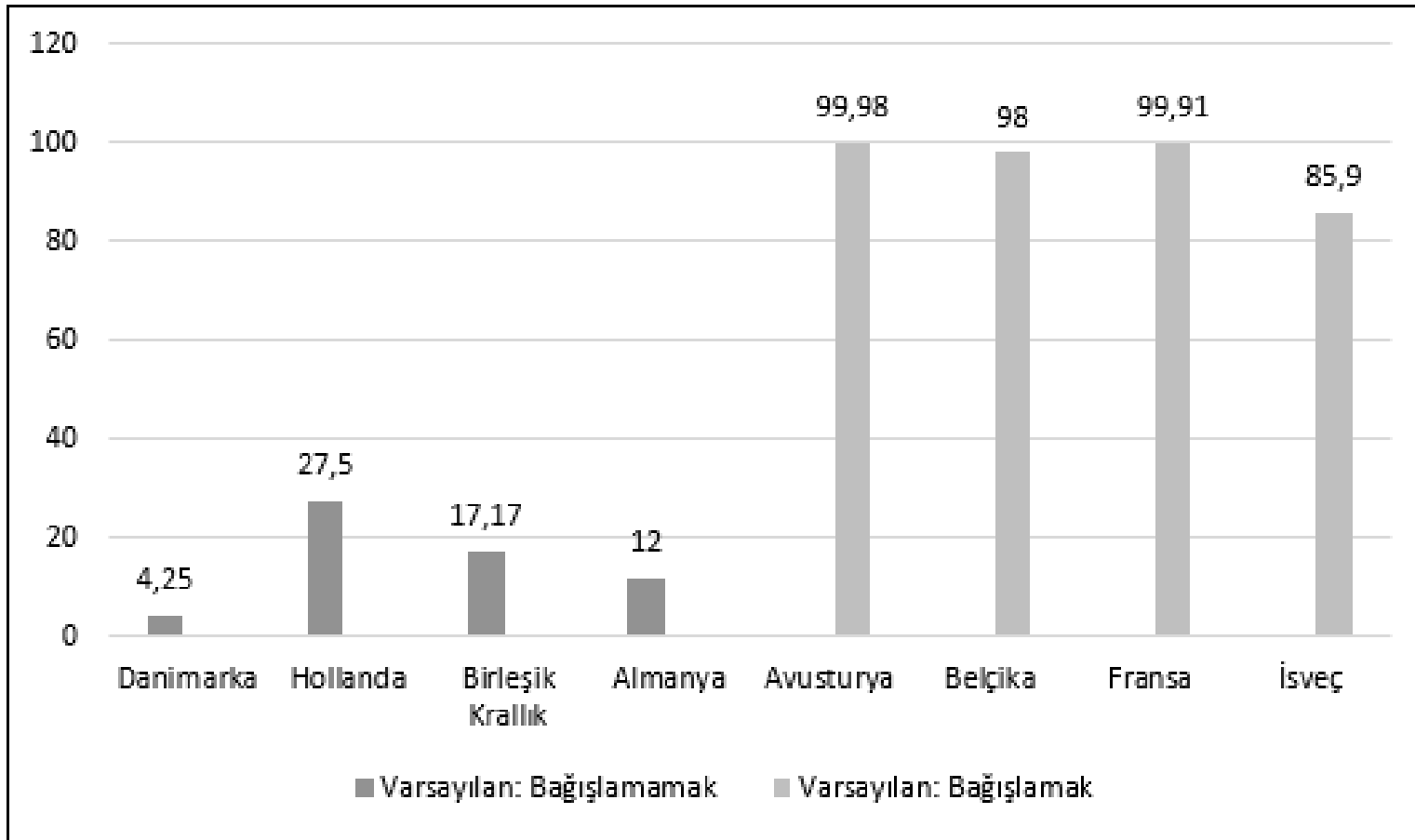
What is it for?

- Gathering data
- Recording data
- Storing data
- Analysing data

Forms

Advantages

- instructs employees which information to provide
- defines and guarantees the requested information
- can be used as evidence
- formats and structures the data
- makes easier to analyze, categorize and order.



Brain storming...

ORGAN DONATION RATES...

Form (effective)

They must be:

- Clear
- Not biased
 - Taking human factors into account
 - Wording
 - Design



Conditional Release



Jam Experiment

What about lists?

Procedures, forms and lists connection.

SAMPLE **Storehouse Condition Procedure** **Storehouse Temperature and Humidity Measurement Form** **Storehouse Temperature and Humidity Records List**

Application of Procedure

1. Storehouse staff measures the temperature and humidity once in every day between 12:00 and 15:00.
2. Temperature and humidity values are recorded by **Storehouse Temperature and Humidity Measurement Form** (K_FRM_01).
3. In every two weeks forms are reviewed and values are recorded into **Storehouse Temperature and Humidity Records List** (K_LST_01).
4. Following values are in limits:
 - Temperature: 10 – 25 C
 - Humidity: %5 - %14

**Storehouse Temperature and Humidity Measurement Form
(K_FRM_01)**

Date:

Time:

Temperature

Humidity

By: (Name and Signature)

Simple Form

Storehouse Temperature and Humidity Measurement List (K_LST_01)

Date	Time	Temp	Hum.	Who	In limits?
17.11.2012	14:55	23	%12	Ahmet Ağcı	Yes
18.11.2012	15:05	21	%9	Erdem Kav	Yes

Simple List

Documentation?

As same as the procedures:

- Approve documents for adequacy prior to issue
- Review, update as necessary, and re-approve documents
- Identify the changes and current document revision status
- Make relevant documents available at points of use
- Ensure the documents remain legible and readily identifiable
- Prevent obsolete documents from unintended use

Document
Number

Issue Date

Revision
Number

Revision
Date

Master
List

Next week...

- ❑ Auditing
 - ❑ Checklists
 - ❑ Incompliance (Finding)
- ❑ Corrective Actions
- ❑ Preventive Actions