



ANAND RESPONDING TO COVID-19

PURPOSE : Comprehensive single document on actions/plans for pandemic

7th April, 2020



Due to an unprecedented & long-drawn lockdown in the wake of the Coronavirus pandemic, all our operations have also been stopped, some of them even abruptly.

The purpose of this guideline is to review the complete status of Plant Operations to ensure smooth start-up of the operations by ensuring :

- *Safety and Health of people*
- *Safety of Equipment*
- *Quick streamlining of the Supply Chain from Suppliers to Customers*
- *Ensuring Zero defect parts to customers*
- *Managing Finances effectively*

KEY OBJECTIVE : SMOOTH START OF OPERATIONS

- People
 - *Escalation Process*
 - *CMT & Responsibilities*
 - *Return to Office - Criteria*
 - *Manpower Planning*
 - *Procedures*
 - *Protocols by area*
- Customers
 - *Communications*
 - *Receivables*
 - *Stock Levels*
 - *Product Quality*
 - *Customer SOP*
 - *Logistics*
- Suppliers
 - *Communications*
 - *Demand Planning & Exec.*
 - *Payables*
 - *Product Quality*
 - *Schedule Planning*
 - *Risk Assessment & Mitigation*
 - *Imports*
- Operations
 - *Start-Up Safety*
 - *Infrastructure*
 - *Equipment*
 - *Process & Quality*
 - *People & Skills*
 - *Materials*

SPONSORS

Deepak Chopra,
Sunil Kaul, Manoj Kolhatkar, Jagdish Kumar, Mahendra Goyal

PEOPLE

Lead : Sumit
Bhatnagar

CUSTOMER

Lead : Rajeev Gera

OPERATIONS & EHS

Lead :
Atul Jaggi
Rajesh Kakkar

SUPPLIER

Lead : Rajeev Gera
Umesh Shah

FINANCE

Lead : Sachin Jain

Operational Team

Pankaj Sharma

Rekha Sandhu

*Group Company
HR Head*

Operational Team

Nilesh Adak

*Group
Company
BD Heads*

Operational Team

*Himadri
Mukherjee*

Rahul Yadav

Company COO's

Operational Team

Vijay Gujar

*Group
Company
Purchase &
Logistics Head*

Operational Team

Charanjit Singh

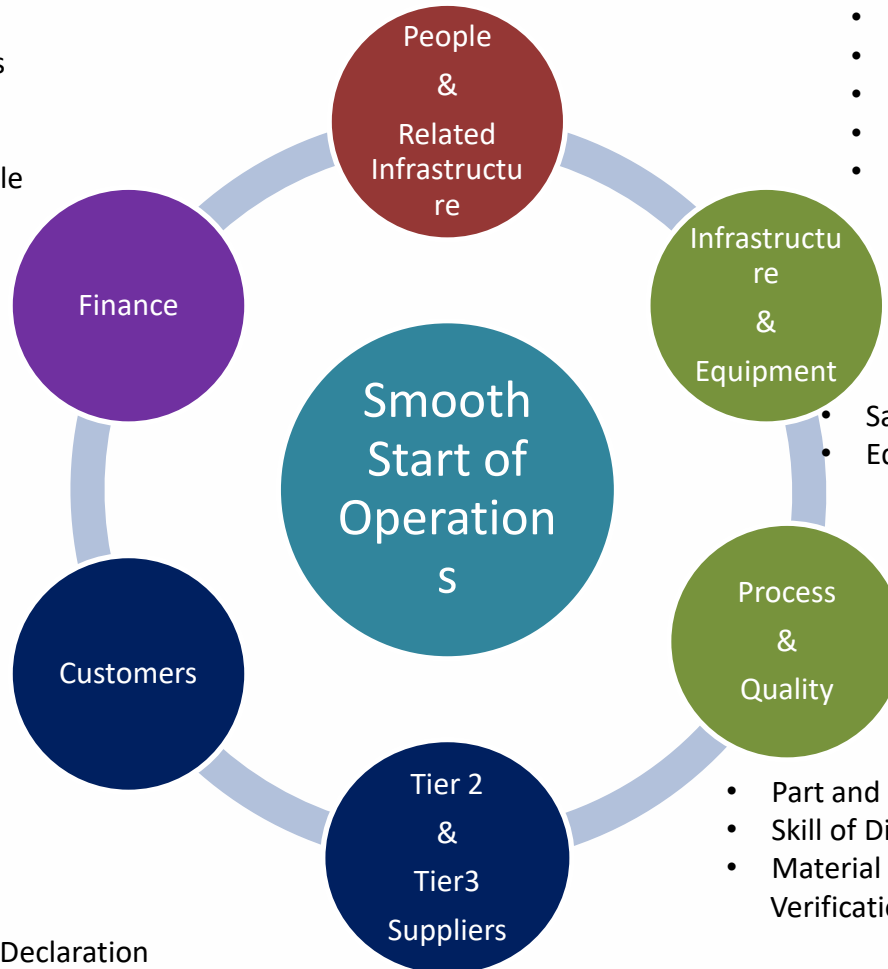
Anshul Bhargav

*Group Company
Finance Heads*

- Preserving Cash- 'Cash is King'
- Reduce Cost
- Make Fixed Costs Variable
- Effectively Manage Cash Flows
- Reduce Break Even

- Communication
- Production Planning
- Logistics
- Receivables

- 4M Declaration
- In-Transit Material Verification
- Financial Health of the Suppliers
- Import Coverage/Alternate
- Logistics Adequacy

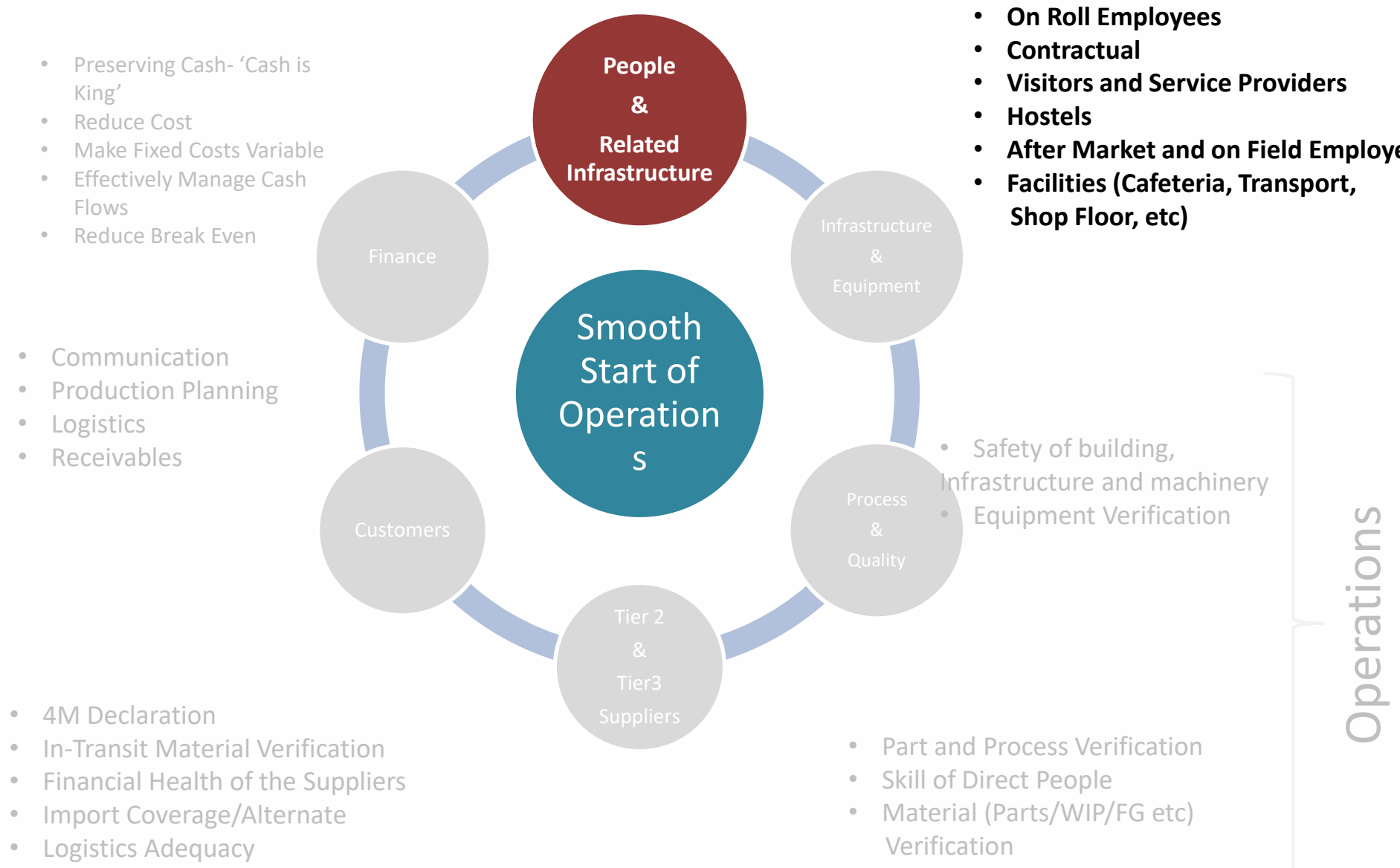


- On Roll Employees
- Contractual
- Visitors and Service Providers
- Hostels
- After Market and on Field Employees
- Facilities (Cafeteria, Transport, Shop Floor, etc)

- Safety of building, Infrastructure and machinery
- Equipment Verification

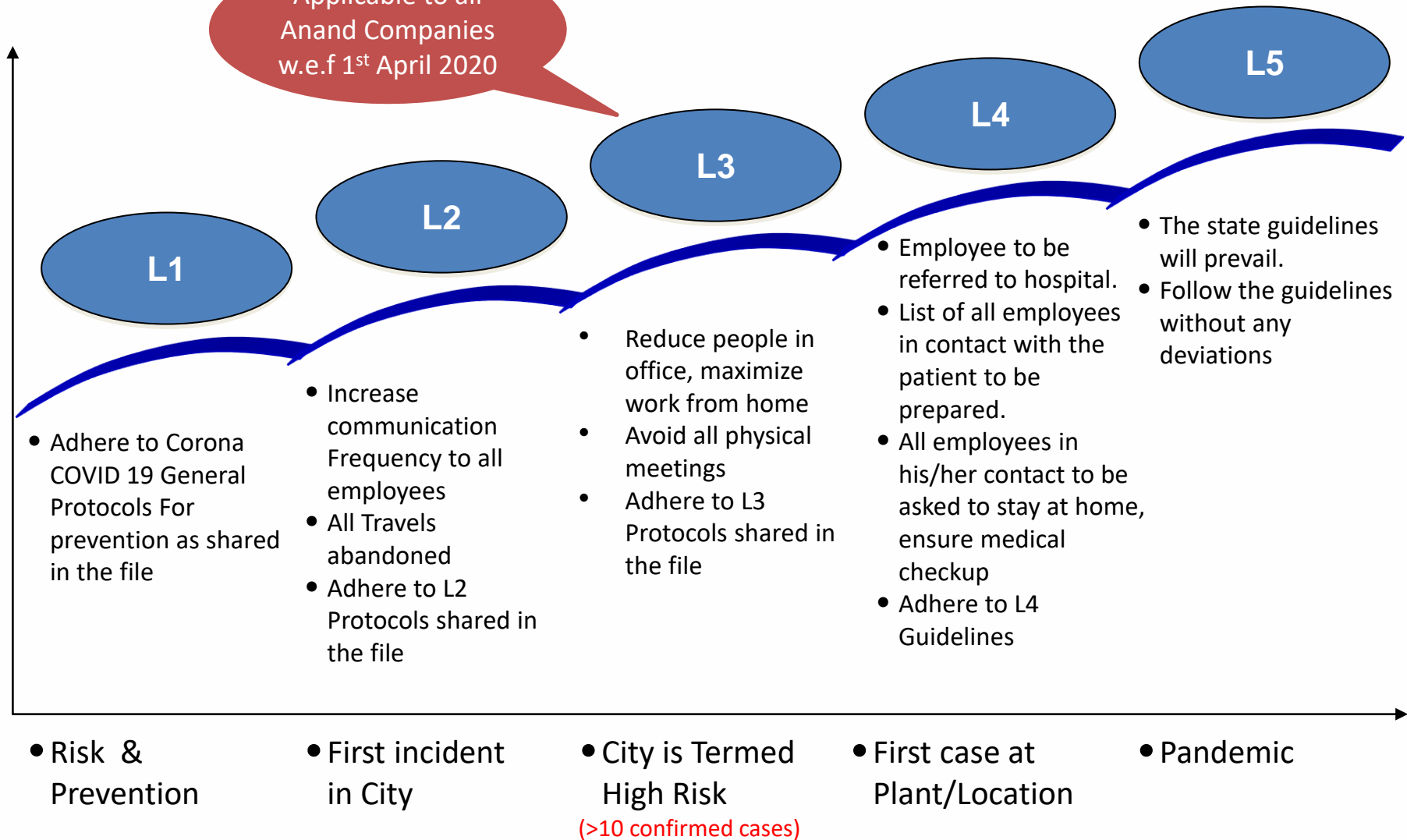
- Part and Process Verification
- Skill of Direct People
- Material (Parts/WIP/FG etc) Verification

Operations



- 1 • The Escalation Process
- 2 • Index : Check Sheets
- 3 • Crisis Management Team – Responsibilities
- 4 • Guidelines to deal with Critical situations
- 5 • Criteria for returning to Office
- 6 • Manpower Planning
- 7 • PPE Inventory
- 6 • Protocols for returning to Office
- 7 • Expectations on Work-Place
- 8 • Daily Procedures to follow
- 9 • Onsite Access Control
- 9 • Disinfection Guidelines
- 10 • Protocol for Suppliers and Visitors
- 11 • Protocol for Canteen
- 12 • Protocol for employees commuting in Office Buses
- 13 • Protocol for L4 & L5 Escalation
- 14 • Protocol for Hostels
- 15 • Protocols for After Market

Applicable to all
Anand Companies
w.e.f 1st April 2020



** Applicable at all Anand Plants, offices, Hostels, Transit Houses and After Market*

Crisis Management		Guideline/ Return to Work		Infrastructure (2)		Canteen (3)		Material (4)		Bus & Hostel (5)	
Element	Index No.	Element	Index No.	Element	Index No.	Element	Index No.	Element	Index No.	Element	Index No.
Crisis Management Team & Responsibilities	1-1	Overall Status Sheet	2-1	Pre – Startup Checklist	3-1	Canteen Before Start-up	4-1	Goods Receipt Checklist	5-1	Bus Before Start-up	6-1
Crisis Management Deliverables	1-2	Manpower Startup Guideline	2-2	PPE Checklist & Inventory	3-2	Canteen Daily Checklist	4-2		5-2	Bus Daily Schedule	6-2
Protocols to handle different situations	1-3	Self Declaration Form	2-3	Disinfection Schedule	3-3	Protocols in Canteen	4-3		5-3	Protocols in company buses	6-3
		Entry of employee to office/ plant premises	2-4	Daily Procedure Checklist	3-4					Protocol for Hostel Residents	6-4
		Daily Expectation at workplace	2-5	Access Checklist	3-5					Returning to Hostel post lock down	6-5
		Daily Procedure to follow	2-6							Protocol for Visitors, staff & vendors	6-6
		Visitor Protocol & Checklist	2-7							Protocol for Hostel Residents	6-7
		Aftermarket Guidelines	2-8								

Legend: Red Color – Check Sheet, Black Color – Slide Reference

Core team

Responsibilities

Anand Group

- AEC
- Sumit Bhatnagar

Anand Core Team (ACMT)

- Rajesh Kakkar
- Pankaj Sharma
- Chethan Kumar
- Tanuj Goyal

Anand Support Team (AST)

- Review and Release Guidelines to the Group
- Review Compliance for L3 companies twice a week (Monday and Thursday)
- Inform companies on Govt. Mandates

Company

- COO
- Company HR Head
- Company Safety officer (CCMT)

- Ensure Corporate Guidelines implementation across all plants and After Market employees.
- Provide a health booth in every location, ensure temperature check of all employees twice a day.
- Strictly follow protocols for isolation, entry to premises, social distancing and Daily disinfection

Plants and Suján Properties

- Plant Head / Resident Manager
- Plant Safety officer
- Plant HR manager/ Suján HR Head

(PCMT)

- Implement corporate Guidelines with no deviations.
- Report all cases of sickness to Company Core Team
- Follow State Govt Guidelines in consensus with Company core team

Anand Guest Houses & Hostels

- Hub Leader
 - Guest House In charge
 - Hostel Warden
 - One nominated HR by Hub Leader
- (AGHCMT)

- Implement corporate Guidelines with no deviations.
- Report all cases of sickness to Company Core Team and Anand Group Core team



DAILY

- Ensure Protocols related to entry to office for employees. Contractual and Visitors
- Set up a Health Booth at the plant to monitor employee temperature during the Mid Day
- Ensure Daily disinfection norms for offices, plants, Buses and Cars.
- Ensure Compliances related to Isolation norms in the Company or in Guest House
- Monitor Health data on a daily basis and provide directions to employees who report sick

DEAL WITH SICK EMPLOYEES

- Ensure employees reported sick do not report at work and stay quarantined for 14 days.
- Ensure employees who travelled in last 2 weeks, stay at home for 14 days before reporting to work.
- Ensure any employee reported sick at office is taken to isolation room before sending to hospital.
- All employees in contact with the sick employee to remain quarantined till the sick person is not certified to be fit.

DEAL WITH COVID 19 CASES

- If any employee is tested positive for COVID 19 case, all employees in contact with the affected person to be quarantined for 14 days.
- For this purpose, CMT should ensure that all plants maintain the record of their employees on a daily basis with respect to their shifts and the place of work.
- Any State Govt guidelines to be followed at all the times without any compromise.

Observation

Immediate Action

Responsibility

Employee absent due to contact with person with acute respiratory infection

- Employee should stay at home for at least 14 days
- Employee must seek medical clearance from doctor before joining back
- HR Manager must notify the CMT

- CCMT
- PCMT

Employee absent due to acute respiratory infection

- Employee must seek medical advice and inform HR about the investigation
- List of all employees working with the sick employee in last 14 days to be prepared.
- All such employees to be counselled and advised to take medical help if they have any adverse symptoms

- PCMT
- Supervisor

Employee at Work reported with High fever, Cough or other Respiratory Symptoms

- Employee should be escorted out of the facility to a nearby hospital.
- Employee should not retrieve his/her belongings.
- If not possible, a surgical mask should be given and move to isolation room, arrange an ambulance, inform relatives
- List all employees in contact with sick person

- PCMT
- Supervisor

Observation

Immediate Action

Responsibility

**Multiple employees
Diagnosed with serious
respiratory infection**

- CCMT & ACMT to be informed immediately
- CCMT to decide to call off a part of operations
- List all employees in connect with sick employees, all to work from home
- All employees to seek medical advice.
- Sanitize/fumigate entire premises
- Employees to return only after certification from a doctor
- COVID 19 test to be done, if recommended by doctor

- PCMT
- CCMT

**Recommendations for
Quarantined employees
at Home**

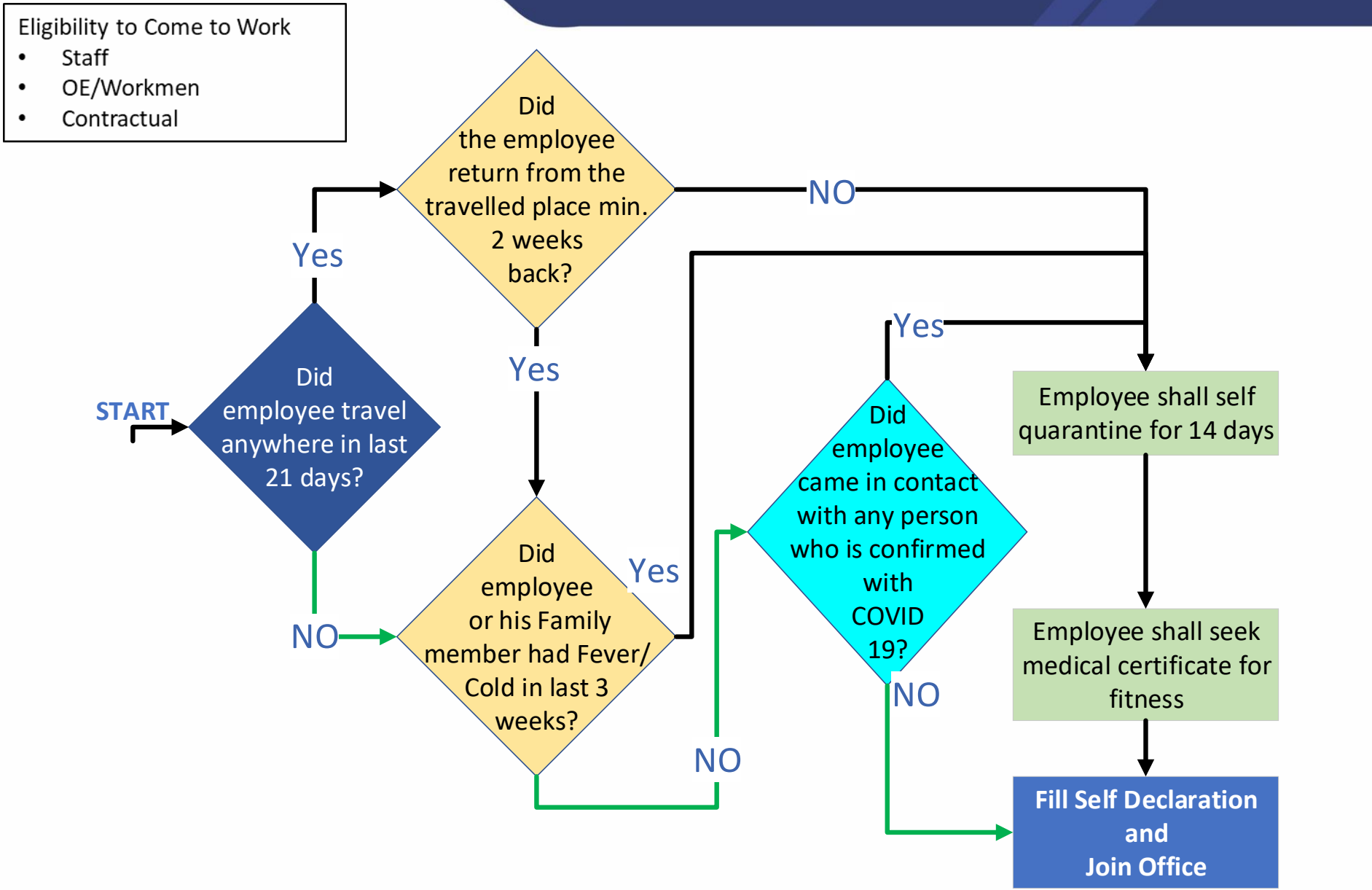
- Remain indoor
- Disinfect all surfaces in contact. Refer Disinfection guidelines)
- Eating utensils should not be shared
- Inform HR manager if the symptoms worsens at home.

- Employee
- PCMT

**Return to work after
recovery from severe
contagious respiratory
illness
(Fever, Cough, cold)**

- Evidence the employee is fever free for a minimum 24 hours
- Significant resolution of the respiratory problem including coughing sneezing
- Mandatory medical certificate

- Employee
- PCMT
- CCMT



Need to be filled 1 day before through Google Doc.

Below form is to be filled one day in advance of restarting by every employee including contractor & service provider employee through survey form on mobile. HR will get consolidate data for any abnormality.

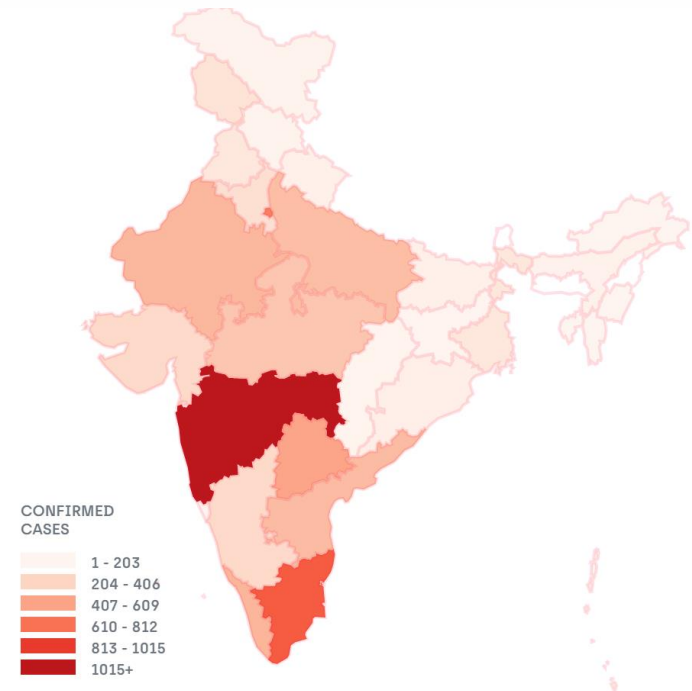
Date:	
Name of employee:	
Organization:	
Location:	
Employee ID	
Do you have any symptoms of COVID 19 or illness (Cough, fever, cold) in last 14 days?	
Do any of your family member have COVID 19 symptoms or illness (Cough, fever, cold) in last 14 days?	
Do you or any of your family member checked for COVID-19?	
Do you or any of your family member found positive for COVID-19?	
Are you OR your family member came in contact with any COVID -19 Positive case?	
Any specific help required?	
Present full address & with contact number & alternate contact number	
Do you have any restriction by local authority in your residential area ?	
What kind of restriction?	
Have you travelled the location declared as Red Zone by the Government in Last 15 Days	
sign of employee/submission online	

DATABASE

- HR Heads along with Contractors must keep a database of contractual location during the lockdown Period.
- Avoid calling any contractual to work who has been living in close vicinity of COVID-19 Hotspots.
- Employees who left the work city to go to their home town should not be allowed to come to office for minimum 30 days after their return.

DEPLOYMENT

- Contractual employees should not be deployed on machines or any manufacturing related services like packaging, painting, material feeding etc for minimum 30 days.
- Operating Engineers should be encouraged to do such jobs in the interim period as the expected level of production post lock down will be low.
- Material from Stores shall be fed on the line a day in advance. If second shift runs, the material should be kept aside and can be picked up by OE's.



SPREAD TRENDS



	Expected Manufact uring level	Staff	OE's	Contractual in Manufact uring Processes	House Keeping Contractu al	Securit y Guards	Material Handler s	Drivers Includin g Staff Drivers	Garde -ners	Staff On Contract/ Retainers
DAY 1 (G- Shift)	0%	25%	20%	0%	70%	75%	40%	25%	20%	0%
Day 2 (G- Shift)	10% - 20%	35%	30%- 40%	0%	70%	75%	40%	25%	20%	0%
Day 3 to Day 6	25% - 40%	35%	50%	0%	70%	85%	50%	40%	30%	0%
Wk 2	50% - 60%	50%	70%	0%	70%	90%	60%	50%	50%	0%
Wk 3	60% - 75%	50%	75%	0%	80%	90%	65%	50%	50%	0%
Wk 4	75% - 85%	50%	80%	0%	80%	90%	65%	50%	50%	0%

Companies to release rosters for all employees including Staff, OE's., contractual etc. – EVERY WEEK
NO Contractual on shop floor during manufacturing
Retainers & staff on contract are expected to work from home for one month after Lock Down is over

	Specification	Quantity	Applicability
Masks-Surgical	YY0469-2011	2 Pcs Per day / Per Employees for 30 days	All employees and visitors
Masks-N95	N95, GB19083-2010	1/person/day-15 Days stock	SG / Clinic Staff / Drivers / Service Staff / Canteen Staff
Infrared Thermometer	Fluke-59E	3 at Gate, 1 In each Bus, 3 In Hostels	Body temperature checkpoint / Hostel / Buses
Disinfectants	As Recommended	10 lit /100 employee/ Week	All working areas, including door handles, floors and desktops
Sanitizer	Alcohol 75%	15 Lt / 100 employees/ Week	Desk phones, door handles, hands
Detergent		As required	Production and office areas
Disinfectant Spray	Hypochlorite	2 / 50 Employees/week	Production and office areas
Cleaning Cloth		As Required	Production and office areas
Goggles		1 Per Employee / Week	SG / Drivers / Personnel responsible for segregating and transferring people with abnormal symptoms to hospitals
Gloves	Surgical	2 Pc Per Person / Day	SG / Drivers / Personnel responsible for segregating and transferring people with abnormal symptoms to hospitals
Protective Clothing	Normal Apron Cloth Suit	2 / Person	SG / Drivers / Service Support and Personnel responsible for segregating and transferring people with abnormal symptoms to hospitals



Surgical Mask



N95 Respirator

Technical Specification of Masks			
Mask Type	Medical Surgical Mask	N95 Mask	
Standard	China YY0469-2011	China GB 2626-2006	USA-402
Leakproofness	Normal	Europe: FFP2	Good
Filtration Efficiency (PFE)	≥ 95%	≥ 95%	Not mentioned
Exhalation Efficiency (EFE)	≥ 95%	Not mentioned	
Use purpose	General Area	Train, Bus	
Photo-Samples			



乘坐班车时请全程佩戴口罩
Please Wear Face Mask
AT ALL TIMES
When Taking Shuttle Bus



With the Mask
every time

Surgical Mask



Measurement of
Body Temperature

< 37.5 deg C
Forehead Digital
Infrared
Thermometer



Hands to be
Sanitized at the
Entry point

Alcohol Based
Sanitizer



Daily Norms for all employees and Contractual

ENSURE SUFFICIENT VENTILLATION IN OFFICES

Open Windows for
fresh Air circulation.

While using AC's,
Maintain
temperature of \geq
24dec C



24°C IS THE IDEAL ROOM TEMPERATURE
FOR THE INDIAN CLIMATE?

STAY HEALTHY, DO MORE.
SWITCH TO AC @ **24°C.**



SAFE DISTANCE EVERY TIME

Minimum Distance
of 1.5 m

No Group Meetings
No >5 people in any
Meeting



DISINFECT DAILY

Office
HVAC- OFFICE &
PLANT
Plant
Cars
Busses
Sanitize Hands every
2 hours



Refer to the Standards sheet

WEAR MASK EVERYTIME

ENTERING THE OFFICE



PHYSICAL MEETINGS



IN REST ROOMS



ON THE JOB



BODY TEMPERATURE MEASUREMENT

ENTERING THE OFFICE

100 % Check for ALL

Allow if Temp < 37.5 deg C/
99.5 deg F

Inform CMT if Temp > 37.5
deg C/99.5 deg F

Refer to Doctor + 14 days
Quarantine



MID DAY CHECK

100 % Check for All

Allow if Temp < 37.5 deg C
Inform CMT if Temp > 37.5
deg C/ 99.5 deg F

Refer to Doctor + 14 days
Quarantine

All other employees in
Quarantine till clearance from
Doctor for sick employee

BOOTH IN PLANT/OFFICE



CLEAN/SANITIZE HANDS

OFFICE

- Sanitize Hands in every 2 hours
- Sanitizers should be available in Common Areas within 20 m distance



SHOP FLOOR

- All manufacturing Process should stop after 2 hours for the purpose of Hand Sanitization
- Team Leader to provide Sanitizers to OE's/Workmen
- Contractual Supervisor to ensure hand sanitization of contractual employees in every 2 hours

MEETING ROOMS

- Sanitizers should be available in each meeting Room.
- Hands must be sanitized before and after any meeting.
- No more than 5 people should be available in any meeting
- Meeting Rooms need to be disinfected after very meeting

COMMON ROOMS

- Liquid Soaps must be available in all washrooms.
- Employees must wash hands with Soap before entering the canteen
- Employees must clean hands with Soap after eating Lunch in canteen



SAFE DISTANCE EVERYTIME

OFFICE

- 50% Attendance on any day in Office
- Each department to ensure partial attendance daily
- All employees at home to follow Work from Home guidelines



SHOP FLOOR

- Stagger shift reduce people density
- Man People as per demand, reduce no. of people on line.
- No contractual on line
- No visitor on shop floor
- Support Function staff for shop floor should come in line with the production demand. Excess staff should work from home (Follow manning chart)
- Stagger Break times to for Lunch and Tea

STORES

- Feed Material on previous day for first shift.
- Keep material for second shift aside on the previous day.
- Work with 50% Stores staff any time
- No contractual to feed material on line



CONTRACTUAL

- Work with 50% Contractual for initial 30 days after Lock Down
- No Contractual should be involved in manufacturing for minimum 30 days post lockdown.



DISINFECT DAILY

OFFICE

- Vending Machines
- Meeting Rooms
- Reception
- Office Tables & Chairs
- Photo Copiers
- Printers
- Door Handles
- Wash Rooms
- Computer/Phone



SHOP FLOOR

- Machines
- Plant premises
- Meeting Points
- Notice Boards
- Water Dispensers
- Washrooms
- Material Handling containers



STORES

- Material Handling Equipment
- Goods Storage Racks
- Finished Goods Trolleys
- Printers, Desktops



OTHERS

- Office Buses
- Office Cars
- Office Canteen
- Walkways
- Plant/Office Periphery



* Refer to next slide for frequency and method of Disinfecting

SURFACE FOR CLEANING

- ENTRANCE LOBBIES
- CORRIDORS
- STAIRCASES
- OFFICE ROOMS
- GUARD ROOMS
- MEETING ROOMS
- CAFETERIA

- HANDRAILS
- ELEVATOR BUTTONS
- TELEPHONE
- OFFICE MACHINES
- CHAIR HANDLES
- TABLE TOPS
- MOUSE
- PENS AND DIARIES

- DOOR HANDLES
- LOCK
- ANY METALLIC SURFACE
- PRINTERS / XEROX

CLEANING MEDIUM & PROCESS

- CLEAN SURFACES WITH SOAP AND WATER BEFORE DISINFECTION
- MOP WITH DISINFECTANT WITH 1% SODIUM HYPOCHLORITE OR PHENOLIC DISINFECTANTS

- MOP WITH LINEN/ABSORBABLE CLOTH SOAKED IN 1% SODIUM HYPOCHLORITE

- 70% ALCOHOL BASED SOLUTION

FREQUENCY

ONCE IN A DAY BEFORE START OF WORK OR AFTER END OF WORK

TWICE A DAY & IMMEDIATELY AFTER SOMEONE SNEEZE OR COUGHS

AFTER EVERY 2 HOURS

PERSONAL PROTECTIVE EQUIPMENT WHILE CLEANING

- DISPOSABLE RUBBER BOOTS
- HEAVY DUTY HAND GLOVES
- TRIPPLE LAYER MASK

PRECAUTIONS

- REMOVE AFTER COMPLETION OF CLEANING
- DISCARD CLEANING MATERIAL, CLOTH SAFELY
- DISINFECT CLEANING MATERIAL AFTER USE
- CLEAN HANDS IMMEDIATELY AFTER REMOVING THE PPE'S

Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	

Info source: www.mohfw.gov.in

STAY SAFE – HOW TO USE A MASK CORRECTLY



Please Note :

1. Don't let the mask hanging from the neck
2. Change the mask every six hours or as soon they become wet
3. The mask should be disposed through an authorized agency only.



美国疫情追踪数据按地区统计 (马勒中国工厂)						
COVID-19 Status Tracking Data (MAHLE China Sites)						
工厂名称 Site Name	工厂代码 Site Code	地址 Address	员工人数 Employee Count	工厂类型 Factory Type		备注 Remarks
(注: 本表格数据仅供参考, 不作为法律依据。)						
(Note: This table data is for reference only, not a legal basis.)						
MAHLE China	0001	1000	1000	1000	1000	
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MAHLE China	0003	1000	1000	1000	1000	
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MAHLE China	0053	1000	1000	1000	1000	
MAHLE China	0054	1000	1000	1000	1000	

SANITIZE VISITORS AREA TWICE A DAY

Vendor desk for bills receiving at reception or by mail

Create vendor desk for bill receiving or as much possible receive bills by mail. Keep the bills untouched for 48 Hours in Box



Disinfect all receiving material

Disinfect material before in warding material into the plant or office



Visitors area at gate or reception

Defined area at reception or gate for visitors/suppliers



Cleaner availability in every bus to ensure all precautions are followed
Driver and Cleaner Mandatorily need to wear N95 Masks
100% Temperature Check before Boarding the Bus

Maintaining safe distancing . One seat gap by all employees and buses will run at 50% capacity.
Companies may increase the Bus frequency or no. of Buses to avoid congestion. Sign for empty seats in the Buses

Keep the Bus windows always open to ensure continuous circulation of fresh air.



Physical Distancing Precautions in Buses

Use of sanitizer while boarding and departing from buses by employees



ALL employees to avoid travelling in Public transports and Buses. Companies to explore the possibility of hiring additional Buses. Employees are encouraged to use their own vehicles. The fuel cost can be reimbursed in line with the company policy

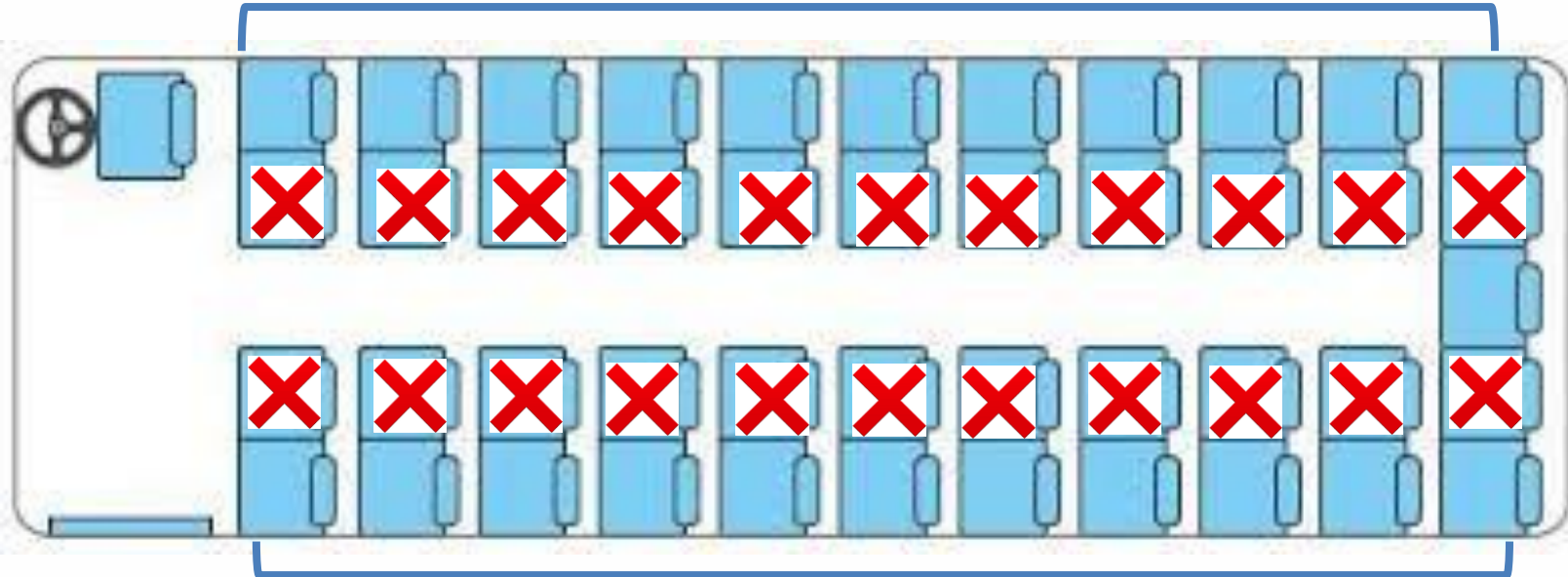


Daily bus cleaning after drop of employees & fumigation once in a every Shift



Physical Distancing Precautions in Buses

KEEP WINDOWS OPENED



- Check Temperature (≤ 37.5 dec C)
- Sanitize Hands
- Wear Mask
- Board the Bus



Discontinuation of serving uncooked food in canteen
No Raw Vegetable/ Raita/Fruits/Lassi

Provide set meal ONLY and hot food to be served
Only Pantry Boy is allowed to serve Tea/ coffee in offices &
Operate Vending Machine

Food will be served by canteen staff only. Canteen Staff must be wearing mask, disposable haircap, disposable hand gloves and Apron

Maintaining physical distancing- Form queue while taking food
(floor marking)

All plates and utensils to be cleaned with soap and hot water



Hygiene & Physical Distancing Precautions

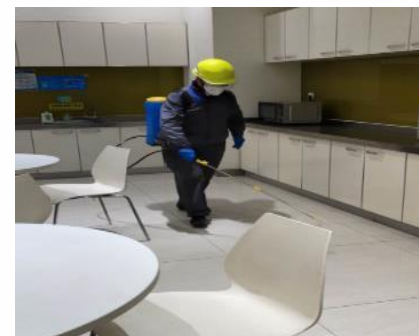
Canteen cleaning & disinfection post every shift.

A designated person in the canteen area should check and keep inspection records . Canteen tables must be cleaned and disinfected before every new batch of people.

Reduce number of employees having lunch per batch Staggered shifts to decrease the density of employees in canteen. Create Partition by PP Sheets or Card-Board to isolate people sitting on the lunch table.

The mask should be removed before lunch and a new mask should be worn post lunch. Clean hands properly before wearing the mask.

Wherever possible, encourage employees to bring home cooked food and having at your own desk



Hygiene & Physical Distancing Precautions

1. Secure ventilation of spaces with outdoor air
2. Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time
3. At nights and weekends, do not switch ventilation off, but keep systems running at lower speed
4. Ensure regular airing with windows (even in mechanically ventilated buildings)
5. Keep toilet ventilation 24/7 in operation
6. Avoid open windows in toilets to assure the right direction of ventilation
7. Instruct building occupants to flush toilets with closed lid
8. Switch air handling units with recirculation to 100% outdoor air
9. Inspect heat recovery equipment to be sure that leakages are under control
10. Switch fan coils either off or operate so that fans are continuously on
11. Do not change heating, cooling and possible humidification setpoints
12. Do not plan duct cleaning for this period
13. Replace central outdoor air and extract air filters as usually, according to maintenance schedule
14. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.

Source: <https://www.rehva.eu/>





Before start of travel from home-town

Prior Information to Plant HR and approval before returning:

- No sickness history of self and family member (COVID 19 related)
- No visit to public gathering identified as corona hotspot
- No contact with some who has history of visit to corona hotspot.
- Location category – corona
- Mode of return travel
- Travel undertaking sent by mail before starting from hometown.



Travel guidelines:

- No Public transport. To be accompanied by parents.
- Wear PPE while traveling – masks
- Accompanied by parents



Employees returning from Home

On Arrival at Hostel

- Arrival time strictly between 09am to 05pm
 - Health Assessment at entry gate – Allow if Temp < 37.5 deg C/ 99.5 deg F.
 - In case temp higher than prescribed or any other COVID 19 related symptoms (cough, cold or breathlessness) then immediately refer to doctor.
 - Entry to hostel only after clearance from doctor.
 - Organize area/ room for scanning and sanitization before entering hostel premises.
 - Sanitization of employee and disinfection of luggage as per the sanitization and disinfection guidelines.
-
- Stay in Isolation room for 14 days before joining the office.
 - No access to plant till given clearance by hostel warden/ HR
 - Restricted access to public areas for 14 days.
 - Separate dining timing for people until under observation.



Employees returning from Home

Maintain hygiene in hostel premises:

- Don't spit or litter.
- Keep your rooms clean and hygienic.
- Follow disinfection guidelines to clean rooms using suggested disinfectants.



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- Use PPE while traveling in company buses – masks and gloves and mandatory.
- Follow safe distancing while seating in company buses (leave adjacent seat vacant)



Restricted external movement.

- Residents not allowed to go to public places – markets, gyms, restaurants etc.
- No visits allowed to local guardians, friends, relatives etc.
- All essentials like groceries and medicines to be delivered at hostel gate. Necessary tie ups to be made



No visitor or vendors inside hostels for the period of next 30 days after opening announcement.

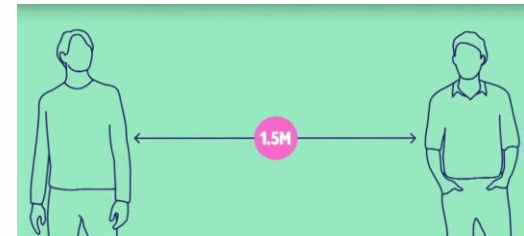
Employees staying in hostel

Temperature screening at hostels –

- Before boarding bus in the morning and before entering hostel in evening.
- Allow if Temp < 37.5 deg C/ 99.5 deg F. Else quarantine and refer to doctor immediately



- Follow physical distancing (no handshakes, hugs or physical contacts) in hostels.
- Rooms setup ensuring safe distance of 1.5 mtrs from others.



Canteen/ public dining area guidelines:

- Ensure safe distance of 1.5 metres
 - No self service
 - limited people of each table
 - sanitization post every meal.
-
- Maintain personal hygiene.
 - Wash hands regularly and use sanitizers. Always carry sanitizers.



Employees staying in hostel

Rooms:

- Hostel cleaning staffs use disinfectants daily to do sanitation and disinfection for rooms.
- Use suggested disinfectants

Common touchpoints:

- Disinfect/ clean all the areas everyday where there are frequent physical touch like door handles, stair railings, furniture.
- Every 2 hrs during peak hours and every 4 hrs during lean hrs.

Common Areas hygiene:

- All common areas like living rooms, kitchen, sports room and common washrooms must be provided adequate liquid hand wash/soaps/sanitizers all the time.
- Disinfect/ sanitize daily with suggested disinfectants



Hygiene for facilities

PREVENTION FROM CORONAVIRUS
(COVID -19)
Guidelines for After Market Team members

PROTOCOLS TO BE FOLLOWED –AFTER MARKET EMPLOYEES (INCLUDING MSR's)



Greet only with “NAMASTE” no handshake/Hugs. MUST PRACTICE SOCIAL DISTANCING!



Do not travel to densely populated areas/locations. Target to meet only Direct Distributors and very Key customers.



Practice day travel, same day returns. It means travel within base location OR distance up to which it is possible to return home same day, at least for initial 15 days.



Travel only using personal vehicle. DO NOT use public transport (including private cabs).



Avoid activity/campaign which include more than 5 participants.



Carry home cooked food & drinking water ONLY. DO NOT eat at restaurants



Hygiene & Social Distancing Precautions

PROTOCOLS TO BE FOLLOWED –AFTER MARKET EMPLOYEES (INCLUDING MSRs)



Regular use of recommended PPE(Mask, Gloves, Sanitizer) is mandatory. Respective company / individual to ensure availability as per specification.



Wear full sleeves shirts and wash after every single use. You can wear business formals in current situation.



Mask are for one time use only. Use two mask per day. One for first half of the day, change your mask after lunch and use fresh mask for the rest half of the day. Carry disposal bags & dispose the same as soon as you reach home.



Wear gloves daily. Gloves to be disposed as soon as you reach home, without touching anything with them. This is to ensure safety of other people as well from infection.



Avoid touching any surface outside unless required. Replace diary/pen with notepad on smart phone to note down things, which can be sanitized time to time.



As you get home – Take help for opening door, remove your PPE and put in disposal bag. Straight away go for Bath and change cloths(put away for washing).



Hygiene & Social Distancing Precautions

PROTOCOLS TO BE FOLLOWED –AFTER MARKET EMPLOYEES (INCLUDING MSRs)



DO NOT visit CFA unless necessary.

CFA 

Focus on personal hygiene. Wash hands every two hours. Carry Soap Strips & Sanitisers

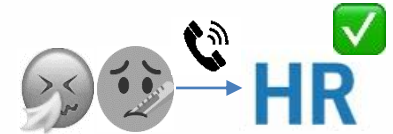


Report below points to Zonal Head on daily basis:

- Temperature while leaving home & after coming back
- Area / location Visited
- Log of people connected during the day



Inform your HR in case you are suffering from Cough/Cold/Fever.



Tie-up with local hospitals for handling emergency cases to be done. Respective company HR to take inputs from field team/other sources and organize.



Your SAFETY is our Overriding PRIORITY!

ADDITIONAL GUIDELINES

- Since all the creches are not going to be used in near future, they can be converted to Isolation Rooms.
- Provide plastic/cardboard sheets between the work-stations (wherever possible) on the shop floor.
- It is advised to wear full sleeves shirt in plants and offices and wash them after every use.
- Long Hair should be tied all the time
- All shop floor meetings should be done using a sound system with people at their work place.
- Specify place for collection and Disposal of PPE's
- Women with kids staying in creche and Pregnant females Employees may work from home for all days.
- Employees who have the history of heart disease / Respiratory Diseases may operate from home
- OE's and employees travelling to office in buses must be given surgical mask and gloves during commute.
- All Guest Houses will remain Shut Down till further notice.

- *Level 4 Protocols include L1,L2&L3 Protocols*

This is the most critical escalation in case an employee is confirmed to be affected from COVID 19

Steps to Follow

- Prepare a list of all employees in contact with the affected employee over last 14 days
- Immediately ask all such employees to isolate themselves with every one. (Share this list with government officials if asked). Share the information with Anand CMT
- All isolated employees must undergo medical examination to ensure that they are not affected.
- If the employee test negative and do not display any symptoms of fever, cough and cold then they may attend the office. (A certificate from a medical officer is mandatory)
- If the employee tests positive then he/she should be referred to a government authorised hospital and the family should be informed. Employee must stay at home for 14 days after complete recovery. (refer WHO guidelines)
- Disinfect/ Sanitize the entire premises thoroughly – Refer Daily Sentisation guidelines
- In case the government authorities intervenes or there are readily available guidelines from the local authorities than those guidelines will supersede the corporate guidelines.

This guideline will follow in case the State Government takes control of functioning of all Public and Private organizations.

This may happen if CORONA COVID 19 affected cases increases exponentially and the measures to contain it are not of much use. In such a situation, the guidelines and instructions from the state Government will prevail and will supersede all other guidelines shared by the corporate office.

Official website of Govt. of India : <https://www.mohfw.gov.in/>

TRAININGS TO START MINIMUM 5 DAYS BEFORE END OF LOCK DOWN PERIOD

Training on Protocols AND STANDARDS

- All Employees, OE's, Contractual
- To be Done by HR Heads, Safety Officers
- Virtually end of Lock Down- include check sheets
- Practical Training on Da 1 of Joining



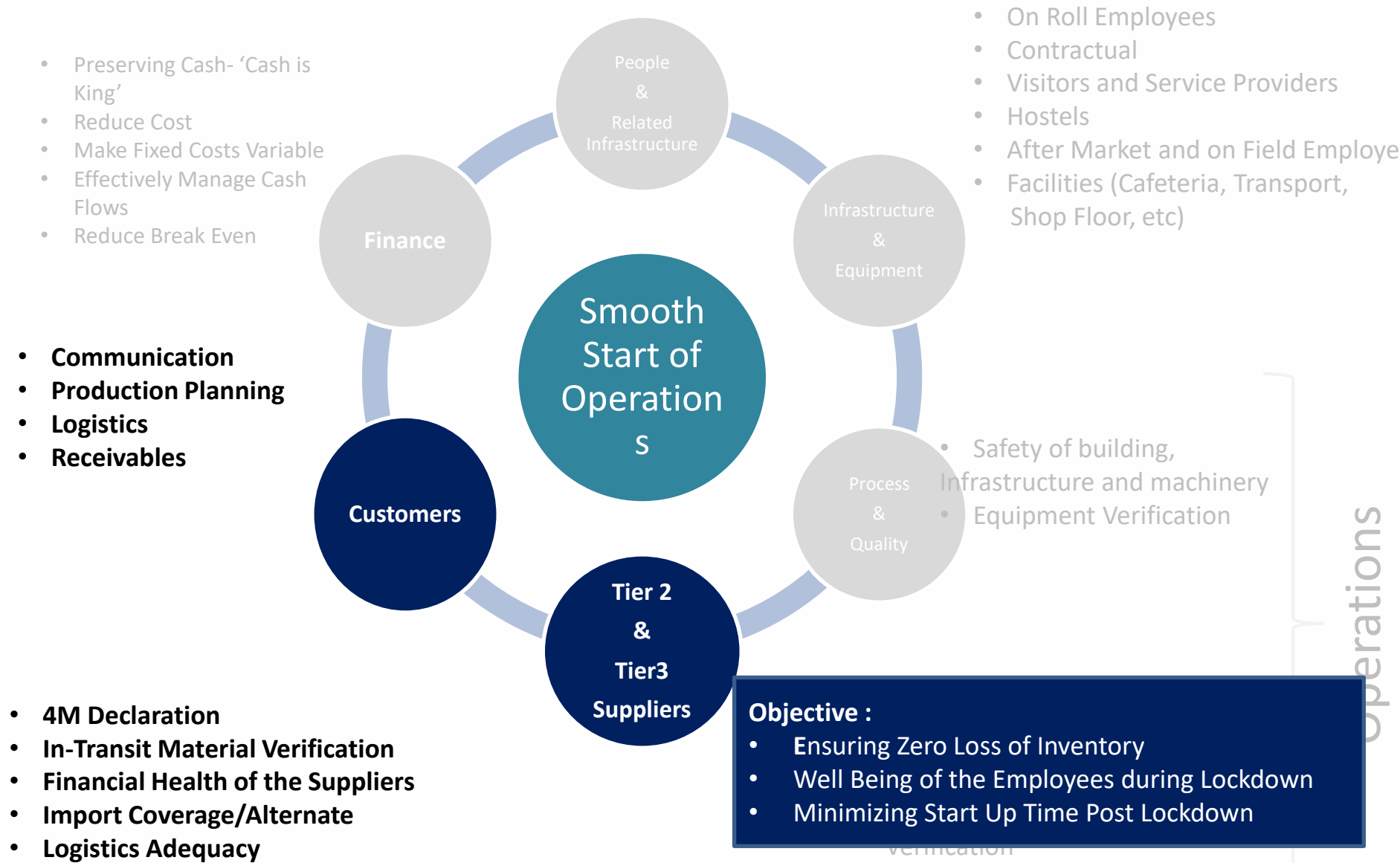
Disinfection Training

- Formation of Disinfection Teams for Offices, Plants, Canteen, Buses, Hostels, Common Places
- Training to be done by HR Heads, Safety Officers, Plant Heads
- Virtually before end of Lock Down- include check sheets
- Practical Training on Day 1 of Joining



Training on Temperature screening and isolation Room Management

- Formulate teams for Management of Isolation room, Plant Temperature screening team, Main Gate screening team.
- Training to be done by Admin Manager and Safety Officer
- Virtually before end of Lock Down –Check sheets
- Practical Training on Day 1 of Joining.





Communication

- Communicate Force Majeure to Customers (Refer Annex- BD1)
- Communicate change in committed milestones for new product development or any other aspect
- Communicate change in Quote Deadlines for any new RFQ's on portal
- Declare BSIV Stocks if any for compensation.



Receivables

- Monitor AR status & Follow up for release of payments (Refer to Annex - BD2)



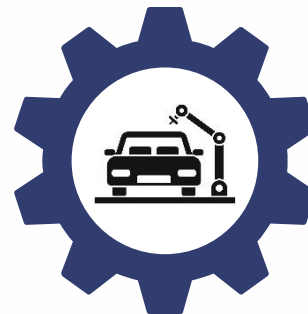
Stock

- Review Status of Goods in Transit
- Check FG Stock status at Warehouses if any
- Check FG Stock @ Plant Store



Quality

- Ensure Part Quality in Warehouse / Transit
- Ensure Part Quality in plant FG Area



Customer SOP

- Check Start of Production date with the customers of respective plants
- Seek Production plan for next 3 Months
- Seek start date for Material Inwarding at Plant
- Get Mandatory conditions laid down by customers for inwarding material at their plants



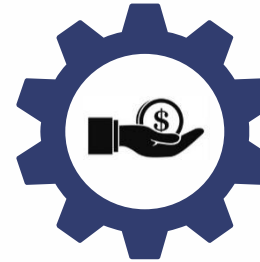
Logistics

- Ensure readiness of vehicles to start dispatch post lock down
- Ensure availability of Drivers with Each Vehicle



Communication

- Communicate Force Majeure to Suppliers (Refer Annex – SCM6)
- **Part Storage Instruction** Sheet to be shared with all suppliers (Refer to Annex SCM5)
- Guidelines on precautionary measures for COVID to be shared with suppliers. (Refer Annex SCM7)
- Share guidelines for inwarding material at our premise (Refer HR Guideline for Visitors & Service Providers)



Payables

- AP to be reviewed and payments to be released as per normal cycle



Demand Planning & Execution

- Previously released Schedule Lines to be cancelled
- Status of stock transfer material
- Suppliers Vehicles awaiting unloading / inwarding



Imports

- Review Inventory Status & Coverage of Import Material
- Seek Date of start of production of overseas suppliers post lock down
- Take Ramp Up plan for Import Material
- Check Availability of Shipping Line from the desired destination
- Reverify Transit time of Import Shipment by Sea / by AIR
- Explore alternate supply location for imports
- Review Status of Imported Dies & Tools -Coverage / Local Manufacturing Source



Quality

- Restart of Production to be aligned with SQA
- Validate the Shelf Life of the material in store / warehouse



Schedule Planning

- Release of Schedule to suppliers
- Ensure requirements for Interplant Transfer & Aftermarket for Material Planning
- Adjust purchasing orders in case of fluctuating customer demands (e.g. shutdowns)



Logistics

- Packaging Guideline to be shared with suppliers for despatch of material
- Ensure readiness of vehicles to start despatch post lock down
- Ensure availability of Drivers with each vehicle



Capture Supplier Voice/ Status

- Supplier Manpower Status
- Supplier Manufacturing Readiness Status
- Supplier Financial Health Status
- Supplier Raw Material Status (Refer Annex SCM2)



Risk Assessment And Action Plan for Risk Mitigation

- Supplier Risk Assessment post COVID based on the check sheet (Refer to Annex SCM4)

Weekly Review

RYG Status of Risk Assessment of Suppliers - With Action Plan for Red & Yellow Status Suppliers (Refer to Annex SCM1)



Status of Payables - Domestic / Import / Hundi (Refer to Annex)



Status of Imported Raw Material



(Annex SCM1)

Supplier Name	Risk Description	Risk Status	Actions Planned	Target Date	Status

(Annex SCM2)

Supplier Check Sheet

Material	Inventory Status & Coverage for Import Material (As Per Annex SCM3)
Material	FG / WIP Material Condition (With Evidence) (As Per Annex SCM3)
Material	Stock status of the FG parts & Parts in WIP at Supplier locations (As per Annex SCM3)
Manpower	Total local manpower on roll (in numbers)
Manpower	Total outstation manpower on roll (in numbers)
Manpower	Migrated Employee %
Manpower	Total expected local manpower available , once the lockdown released
Manpower	Are You connected with your employees (through phone calls/WhatsApp etc)?
Manpower	Has any of your employee been diagnosed to be COVID-19 positive?
Manpower	Any Concern of Labour Unrest in the past
Machinery	Lead Time for Start of production after release of Lock Down
Financial Health	Salary Payment to Employees (Permanent / Contractuals) during the lock down period with proof
Financial Health	Availability of Credit Lines
Financial Health	Any Concerns regarding Cashflow / Working Capital
Logistics	Readiness of vehicles to start desport post lock down
Logistics	Availability Drivers with each vehicle
Logistics	Expected date of delivery of parts in our premises post lock down release

Note
Risk Assessment to be done based on the inputs from Check Sheet
Check Sheet should be filled once in a week by supplier
Risk Assessment to be done based on the inputs received from supplier on Check Sheet

(Annex SCM3)

Stock Statement from Tier 2 Suppliers										
Sr. no.	Part number	Supply Plant Location	Finish Stock	Stock in Transit (in Nos)	Stock in Ware house (in Nos)	Child parts Coverage (in Nos)	Import of child part / RM involved	Import Stock coverage (in Nos) (if any)	Raw Material Coverage (in Nos)	Remarks
1								0		
2										

(Annex SCM4)

Risk Assessment Template							
Supplier Name	Domestic/ Import	Material	Manpower	Machinery	Financial Status	Logistics	Mitigation Plan In Case any of the factor is Red / Yellow
XX	Domestic						Manpower Actions - ??? Machinery Actions - ???

(Annex SCM5)

Part Storage Instructions

Parts Category	Check Points
All parts - General guideline for storage	<ol style="list-style-type: none"> 1. Parts should be suitably stored and covered to avoid damage, rust, dirt / contamination, Moisture etc. 2. Proper storage for child parts / consumables like adhesive tapes, sealers, glue etc to prevent from moisture and contamination. 3. To avoid any mix-up : Identification of Semi finished, and finished parts must be done properly and stored in separate location. 4. Storage of dies, molds, Jigs & fixtures, checking gauges must be done to avoid lack of lubrication, rust on working surface, exposure to environmental dust etc 5. Sealant/ Adhesive dispensing machines must be cleaned/ flushed to avoid choking of pump/ pipeline 6. Greasing/Oiling to be done for all rust prone areas of machine & equipments.
Sheet Metal Parts	<ol style="list-style-type: none"> 1. Application of rust preventive oil on all parts including child parts & Raw material sheets to prevent rust and contamination. 2. Use of approved packing bins and trollies for storage of parts to avoid damage. 3. Proper covering on all trollies, bins, child parts, sheets etc to prevent damage & contamination. 4. Robots PLC must be kept in power on condition to prevent loss of programming data. In case power on is not feasible backup of latest program must be taken. 5. Covering of CO2 wire roll to prevent pitting of wire.
Plastics Parts	<ol style="list-style-type: none"> 1. Parts must be stored with proper covers to prevent scratches, deformation, warpage etc 2. Stacking of parts must be done in such a manner that no scratch, deformation, stress mark etc is generated in part during long storage. Overloading should not be done. 3. Molded parts requiring secondary process like Painting/ plating/ plastics welding: Must be stored in the areas free from dirt, contamination and moisture. 4. Ensure complete cleaning of barrel / screw head in the machine to avoid choking.
Rubber Parts	<ol style="list-style-type: none"> 1. Ensure proper storage of extrusion parts requiring secondary process like corner molding - to avoid shrinkage due to prolonged storage/ Ageing. 2. Wherever joints are applicable in extrusion parts, storage must be done in the areas free from dirt / Contamination - to ensure proper Joint strength. 3. Ensure complete cleaning of barrel / screw head in the machine to avoid choking. 4. In process rubber compound in shop floor must be stored in controlled environment.
Electrical Part	<ol style="list-style-type: none"> 1. Electrical and Electronics parts including child parts (Semi finished and finished parts) kept in controlled environment to avoid contamination, high temperature, moisture etc 2. Bare PCB/SMT part must not be kept in open condition and should be covered.
Machining and forging	<ol style="list-style-type: none"> 1. Apply Anti rust oil on machined surface for parts in Warehouse / Finished Inventory to avoid rust formation. 2. Proper covering needs to be ensured to avoid Oxidation (white rust), contamination, rust on surfaces. 3. Identification of parts must be done to ensure no mixup of Finished/ semi finished parts. 4. Oil must be applied on Billets to prevent rust

(Annex – SCM6)

***Communication from ANAND to its Suppliers/Vendors***

Dear Suppliers/Vendors,

As you know, the spread of the coronavirus in India these past few months has caused the World Health Organization (WHO) to classify the situation as a Public Health Emergency of International Concern. There are 700+ individuals that have already tested in India.

In order to control the Coronavirus, Central Government, various State Government and Municipalities in India have directed businesses to curtail and in some cases closure of the factories till April , 14-2020.

During the coronavirus outbreak, our focus is on the safety and well-being of all our stakeholders as well as the communities where we operate. Hence, in compliance of the Government guidelines, we have decided to shut down our plants situated at till 14t April , 2020. Request you to take a note of this and plan your actions accordingly.

We are closely monitoring the ever evolving situation and also planning various actions to ameliorate the same, however, the aforementioned situation constitutes a 'force majeure'. The Corporate Materials Team of the Company would be continuously monitoring the situation and will provide further information/updates. Please feel free to connect the Corporate Materials Team for any information/support with respect to the same.

These are tough and uncertain times, and the nation needs our collective efforts. Looking forward for your co-operation and support as always.

Yours Sincerely,

(Annex BD1)

*Communication from ANAND to its Customers*

Dear Sir or Madam,

As you know, the spread of the coronavirus in India these past few months has caused the World Health Organization (WHO) to classify the situation as a Public Health Emergency of International Concern.

At our end, we have taken numerous measures to ensure safety and health of our employees in order to ensure uninterrupted supply to our esteemed customers. However, in the last few days, in order to control the coronavirus, central Government, various state Government and municipalities in India have directed businesses to curtail and in some cases ordered closure of the factories till March, 31-2020.

In full compliance with the government directives and in view of the escalation of the coronavirus across India, the Company as well as most of our key suppliers have (temporarily) curtailed/closed their plants which will affect our production and delivery schedules.

We have established a task force that is working with high priority on strategies and concrete measures to limit the impact of the Coronavirus epidemic on our and customer's operations, however, the aforementioned situation was unforeseeable and beyond our control and hence we are forced to declare its as 'Force Majeure' event.

Please be assured that our task force is continuously monitoring the situation and will provide further information as soon as available.

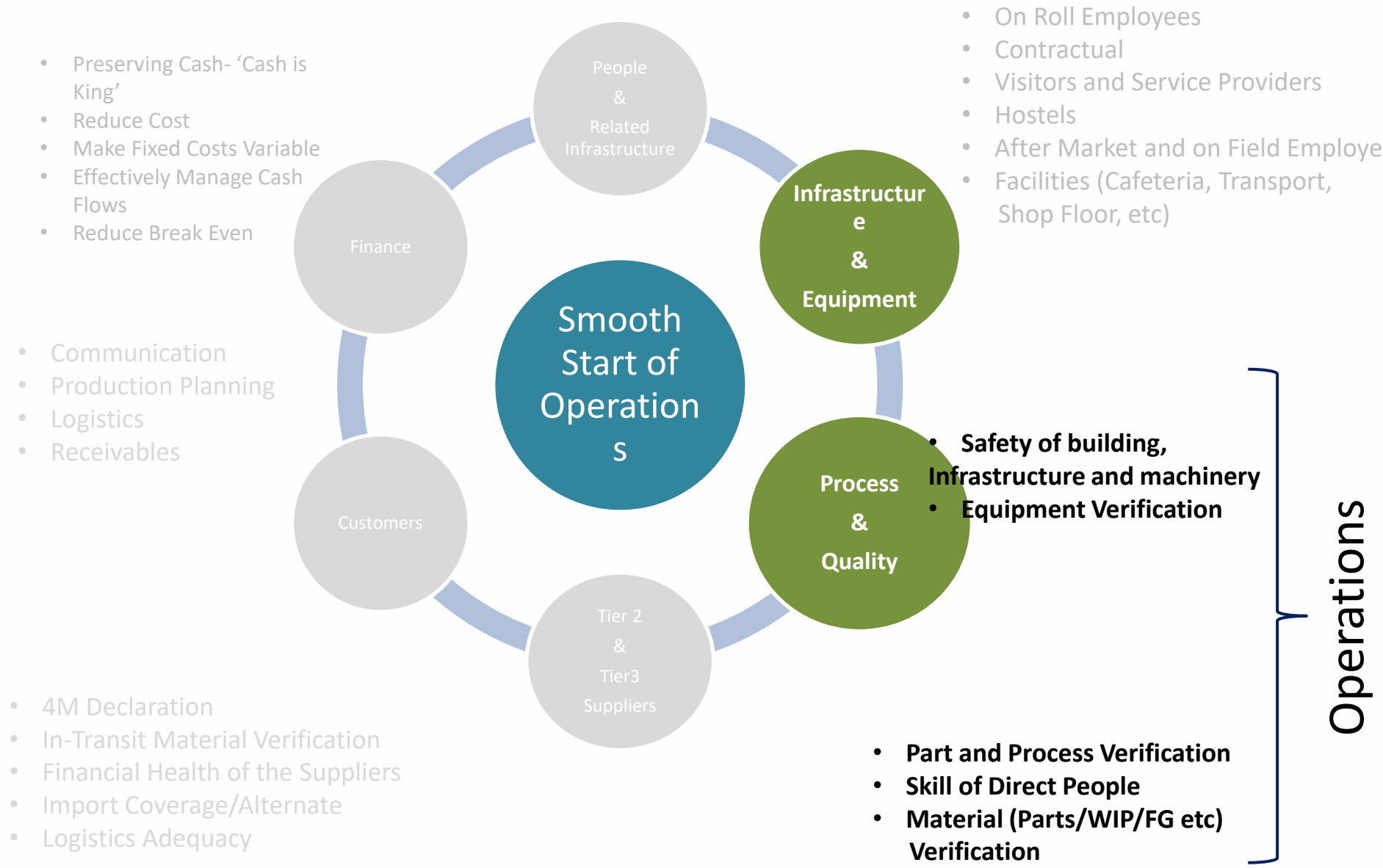
Please be informed that our Business Development team will be in constant touch with your good office for any extension/delay of the delivery of the goods. We are looking forward for your co-operation in this epidemic situation, which is beyond control.

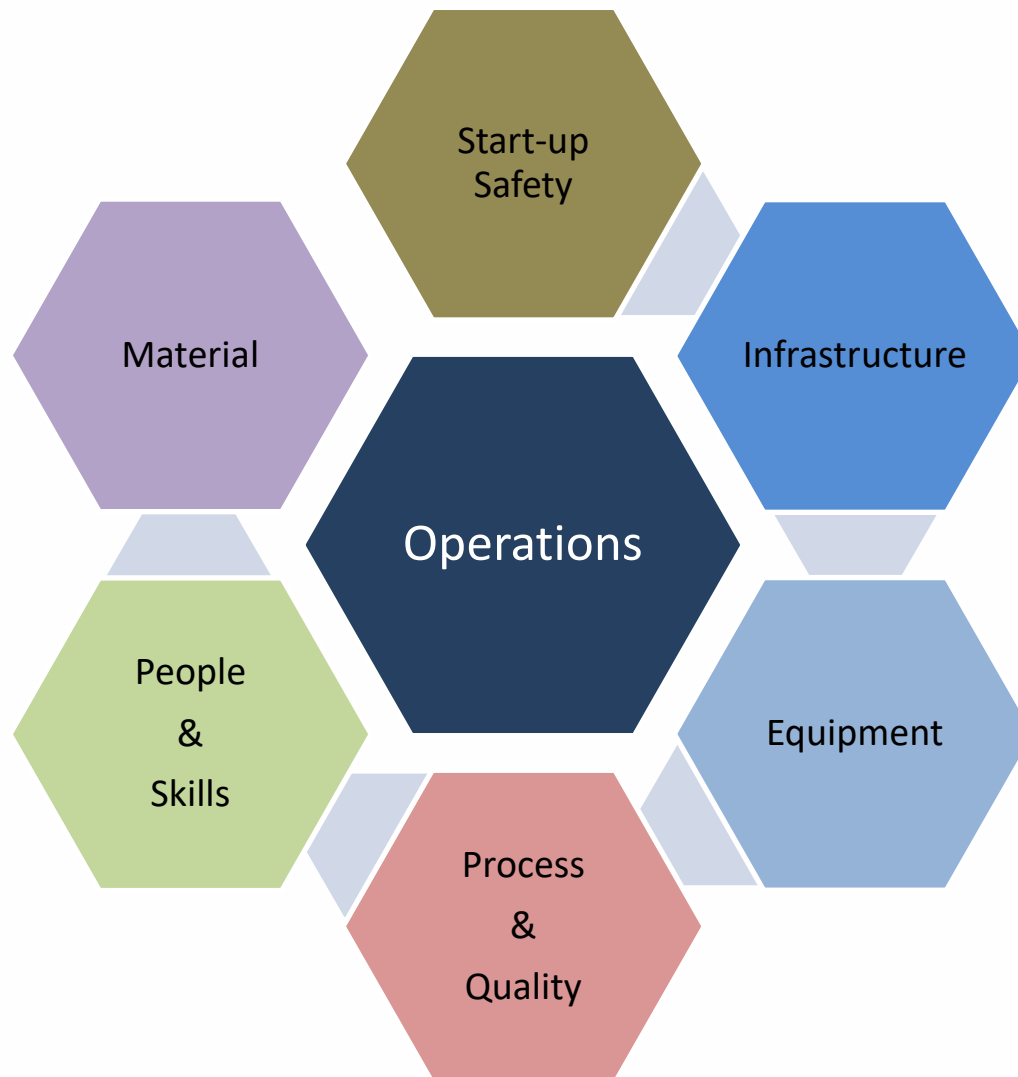
We are happy to receive any suggestions/guidance from your good office to support the Company in these testing times.

Sincerely,

(Annex BD2 : Receivables' Format)

OEM	Total Outstanding	Total Not Due	Total Overdue	Overdue				
				0-15 Days	15-30 Days	30-45 Days	45-60 Days	>60 Days
Mobis								
Mahindra								
TVS								
Nissan								
MSIL								
TATA Motors								
Ashok Leyland								
HMI								
VECV								
Bajaj								
HMSI								
Ford								
Skoda								
Suzuki								
FCA								
GM								
KIA								
Honda Cars								
DICV								





Activity To Be Done	Who Will Do	How To Do	Day 1	Day 2	Day 3	Day 4
Safety Check	Safety Officer/Maintenance Head and Select CFT ONLY	Identify the Sequence in which checks will be done for the entire plant. Use given checklist and put visual identification mark to ensure certification to start any other work				
Infrastructure and Equipment Checks	Assign CFT for each area (CFT should consist of Cell Leaders and Above ONLY)	Identify the Sequence in which checks will be done for the entire plant. Use given checklist and put visual identification mark to ensure certification to start Next work				
Process and Quality	CFT of Quality/Process Engineering/Production and Top management	Use Checklist to ensure process qualification is reviewed, Quality check data filled and 1 st part is ok to start production				
People and Skill Verification	Plant Technical Trainer/ CFT of Quality and Production	Map as per available skill matrix/ plan quick refreshers for Critical aspects/Processes and be at work station while the production re-starts				
Material Verification	Stores /Desptach/Production Team	Physically verify material as per available checklist and take actions to clearly identify OK/Reject and Rework. Quarantine Rework/Reject				

People Category	Activity	Day 1	Day 2	Day 3	Day 4
Admin and Select Staff	Basic Preparedness for PPE's /Health checks etc	A shift	As per Regular Plan	As per Regular Plan	As per Regular Plan
Safety(100%)/Maintenance (100%)/ and select CFT from Production/ Quality /Stores/IT / Group Leaders and cell Leaders	Plant Start up activity	General Shift	As per Plan prepared by management team	As per Plan prepared by management team	As per Plan prepared by management team
Operating Engineers	Process Verification/Quality Verification and Start of Production	Nil	As per Manufacturing Plan	As per Manufacturing Plan	As per Manufacturing Plan
Shop Floor Contractual	Material Cleaning/Movement etc	Nil	Only at Identified locations like stores	Minimum as needed to meet Manufacturing Plan	Minimum as needed to meet Manufacturing Plan
Other Staff	Regular Activities	Nil	25%	< 35%	< 35%

Note: Above are only basic recommendations and any guideline coming from government authorities and corporate HR will supersede the ones mentioned above

Activity	Methodology	3 Days Before Plant Reopen	2 Days Before Plant Reopen	1 Day Before Plant Reopen	Remarks
Operating Engineer Availability for operations (Considering travel/quarantine/health guidelines)	<ul style="list-style-type: none"> Google forms Direct Communication 	Data compilation	Data Compilation and discussion with COO's	Discussion and communication to OE's regarding when to come to plant	Complete planning work must end on Day (-1)
Contractual Availability for Production activities	<ul style="list-style-type: none"> Discussion with Contractors 	Requirement identification and availability information	Internal Discussion and need alignment based on Production plan	Communication with Contractors on numbers/protocol etc	Every company must try to maintain this number to the lowest possible extent
Service Providers (Specially House keeping etc)	Discussion with Agency	Verify availability of people as numbers needed may be higher initially	Communication on protocol to be followed with service provider	Get confirmation that service provider has communicated to the team	Getting health certificate from service provider is desirable
Customers	Emails/Calls/Information from portals etc	Actual Demand clarification and their plan to start production	Analysis of Coverage (Stocks @ customer location/warehouse /FG and WIP)	Identify critical operations to be started first to enable supply	This must be aligned with Safety and Infrastructure plan
Suppliers	Emails/Phone calls/a any other mode of communication	Manpower availability and FG Availability details	Share plans with suppliers and align on critical parts	Communication on basic guidelines and protocol to be followed for drivers/visitors etc	Communication clarity is critical as they may face multiple challenges and may need support



Electric Panels



Utilities



Gas Banks



Fire Hydrant System



Machines & Equipment

Start-up Safety



Chemical and Oil Storage



Hazardous Waste Storage



Loading & Unloading Docks



Utilities



Machines/Equipment



Water Management System



IT System & Server Rooms

Infrastructure



Oil/Coolant Filtration



Material Handling System



Material Movement Equipment



Sanitary Rooms



Tools and Fixtures



Testing Labs

Equipment



System and Sub-System



Quality and Standard Room



Tool Rooms



Some Examples:

- Electrical Connections
- Fire Hydrant working and Alarms
- Gas bank connection checks
- Furnace Checks
- Chemical/Hazardous waste leakage
- Loading/Unloading Dock Clearance
- No Part on the machine
- Safety Sensors working
- Tools and Fixtures Tightening

INFRASTRUCTURE & EQUIPMENT



Some Examples:

- Coolant condition check/replacement in machines (Ex. Grinders/Machining centres)
- Lubrication Oil levels check and lubrication of moving parts
- Program verification before start-up (ex CNC Machines/Plating plants etc)
- Chemical condition Checks (Plating/ Painting/ Cleaning etc) and Dummy runs before production
- Water condition check (cooling towers/Machines etc).

[illegible]

Process and Quality

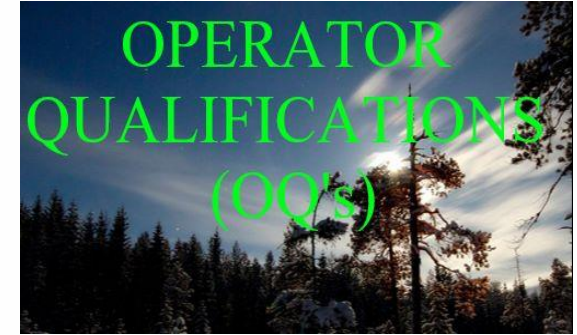
SIGNED _____ DATE _____
 CE Supplies www.cepsupplies.com.au Re-order T1439

SHELF LIFE
 BY _____ DATE _____
 EXPIRES _____

ACYM **ANAND** **ANCHEMCO** **ANSYS** **Cyber** **faurecia** **GABRIEL** **Halldex** **Henkel** **POWER** **JOYSON** **MAHLE** **Mando** **SNS Foundation** **SPICER** **SUJÁN** **Valeo**



Deployment



Qualification for Critical Processes

People & Skills



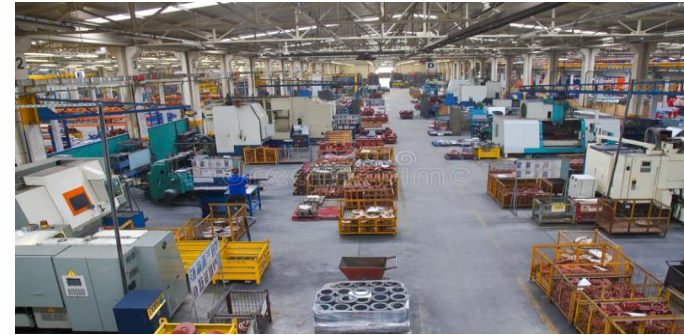
On Job Checks and Training



Quick Refreshers



Child Parts in RM Stores



Work In Progress Material

Material

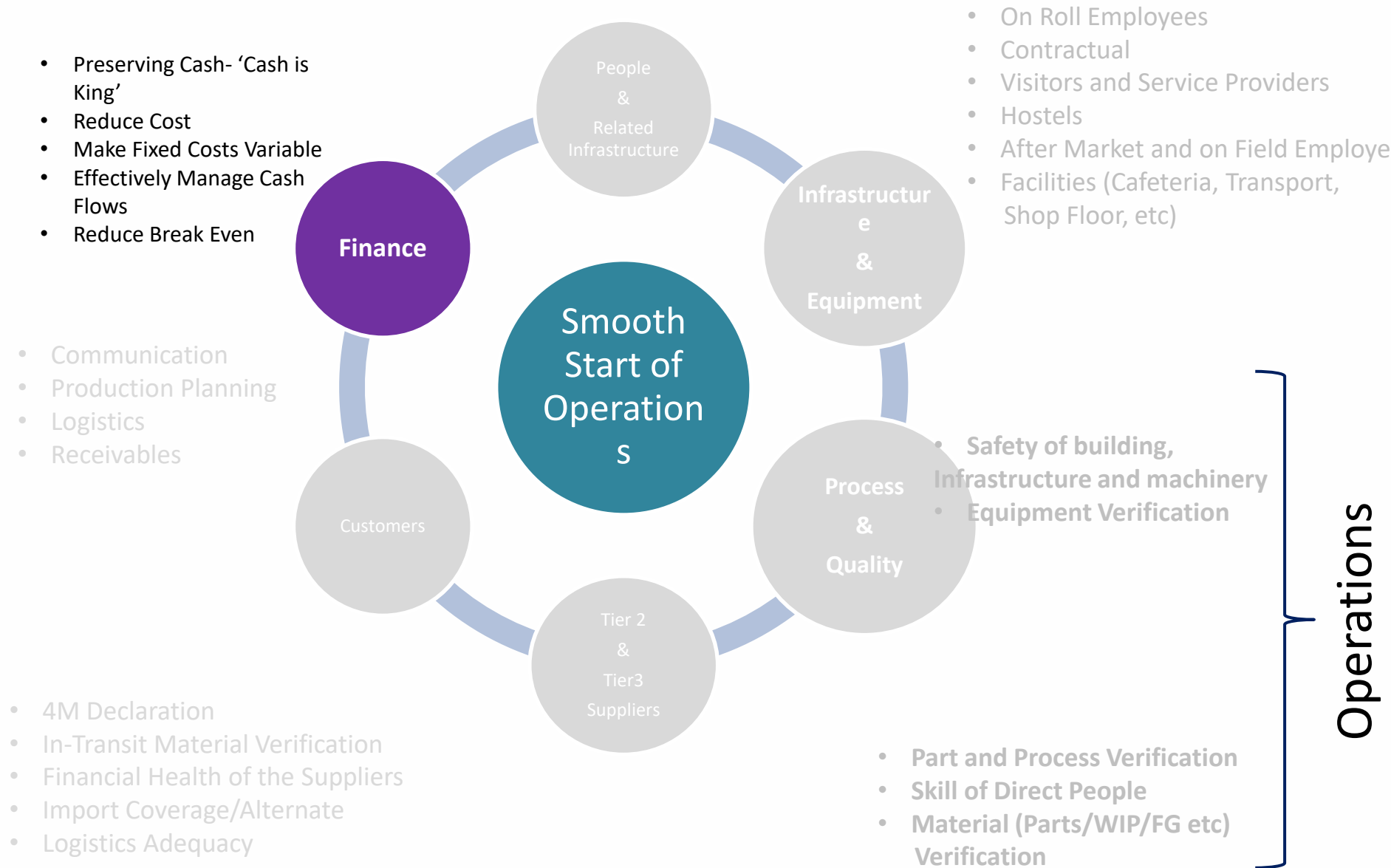


In-Transit Material



Finished Goods in Stores and Warehouses

Safety (1)		Infrastructure (2)		Equipment (3)		Process and Quality (4)		People & Skill (5)		Material (6)	
Element	Index No.	Element	Index No.	Element	Index No.	Element	Index No.	Element	Index No.	Element	Index No.
Electrical Panels LT/HT	1-1	Power & Utilities	2-1	Machines, Sub-system's Validity	3-1	Processes Qualification	4-1	Manpower Deployment Matrix	5-1	Raw Material Stores	6-1
Safety during start of equipment	1-2	Fuel/ Coolant storage & Distribution	2-2	Tools Validity	3-2	Log Books / Reports/ Standards	4-2	Operator Re-Qualification	5-2	Raw Material In Transit	6-2
Hazardous Material Handling	1-3	Sanitary rooms/ Toilets	2-3	Quality / Standard Room	3-3	Masters/ Samples Validity	4-3	Training of New Contractual (If needed)	5-3	WIP Issued/ On Machines	6-3
Hazardous Disposal Area	1-4	Material Moving Equipment	2-4	Testing Lab/ Equipment	3-4	Tools/ Fixtures/ Gauges Validity	4-4			Finished Goods in WIP Area	6-4
Fire Extinguishers/ System	1-5	Empty / Returnable Bins/ Trolleys/ Packaging Materials	2-5	Tool Rooms	3-5	Limited Life Material Issued	4-5			Finished Goods in FG Area	6-5
OILs/ Chemicals Storage Areas	1-6	Air Compressors	2-6			Testing/ 1st Piece Qualifying Equipment	4-6				
Loading/Unloading Docks	1-7	Water Management	2-7								
Material Handling Equipment	1-8	Scrap and Scrap Yard	2-8								
		IT – Hardware	2-9								
		IT- Software	2-10								





Thank You

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