



ENTEĞRE YÖNETİM SİSTEMİ

Bölüm /Süreç Kodu

KP-29

KALİTE SİSTEM YÖNETİMİ SÜRECİ

İlk Yayın Tarihi

1/30/2023

SUGGESTION SYSTEM PROCEDURE

Rev. Tarih /No

1/30/2023/0

Sayfa

1/3

1.0 PURPOSE

The purpose of this procedure is to explain the working process of İÇDAŞ Suggestion System.

2.0 SCOPE & APPLICATION AREA

This procedure covers all activities within the Integrated Management System.

İÇDAŞ Çelik Enerji Shipyard and Transportation Industry. Inc. – Istanbul Headquarters

İÇDAŞ Çelik Enerji Shipyard and Transportation Industry. Inc. – Biga Facilities

İÇDAŞ Electric Energy Production and Investment Inc. – Bekirli Plant

İÇDAŞ Çelik Enerji Shipyard and Transportation Industry. A.Ş - Steel Centers

İÇDAŞ Foreign Trade Inc. - Private Agricultural Research Center

All processes of their businesses are within the application area of this procedure

3.0 DEFINITIONS AND ABBREVIATIONS

ISS: İÇDAŞ Suggestion System

4.0 DUTIES AND RESPONSIBILITIES

-

5.0 APPLICATION

Operation of the ISS Suggestion System;

- The suggestion form is filled in by the relevant person via internet, intranet or QDMS Suggestion Module.
- The completed proposals are pre-evaluated by the Raw Material Supply and Process Development Management and if the proposal is accepted, it is directed to the relevant expert.

HAZIRLAYAN

Biga - Hmd.Ikmal ve Süreç
Gelistirme Sef

KONTROL EDEN

Biga - Kalite Sistem Güvence Sefi

ONAYLAYAN

Biga - Proses Kalite Kontrol
Müdürü



ENTEĞRE YÖNETİM SİSTEMİ

Bölüm /Süreç Kodu

KP-29

KALİTE SİSTEM YÖNETİMİ SÜRECİ

İlk Yayın Tarihi

1/30/2023

SUGGESTION SYSTEM PROCEDURE

Rev. Tarih /No

1/30/2023/0

Sayfa

2/3

- It is converted into action when it is accepted as a result of the technical evaluation of the subject by the relevant expert. If it is not accepted, the reason is recorded by stating the reason and the person to whom the suggestion is requested is informed.
- In the action part, the work is planned by the expert (responsible person, date, work to be done, etc.).
- If the action deadline is delayed during the implementation process, a notification e-mail is sent to the relevant supervisors by QDMS.
- After the action is completed, the proposed work is checked and the closure is approved by the expert
- After the proposal is finalised, cost-benefit information is calculated by the Process Development Department and recorded in QDMS.
- The benefits of the proposal (grouped in terms of occupational safety, environment, benefit, cost) are scored on QDMS with a questionnaire format, (in order to compare the proposals between each other)
- Feedback is given to the person giving the suggestion about the status of the suggestion.
- The following points expenditure system is available in QDMS for rewarding employees:

HAZIRLAYAN

Biga - Hmd.İkmal ve Süreç
Gelistirme Sef

KONTROL EDEN

Biga - Kalite Sistem Güvence Sefi

ONAYLAYAN

Biga - Proses Kalite Kontrol
Müdürü



ENTEĞRE YÖNETİM SİSTEMİ

Bölüm /Süreç Kodu

KP-29

KALİTE SİSTEM YÖNETİMİ SÜRECİ

İlk Yayın Tarihi

1/30/2023

SUGGESTION SYSTEM PROCEDURE

Rev. Tarih /No

1/30/2023/0

Sayfa

3/3

Environment Proposals	Score	Effect on Total Score %
Environmental Impact Score	16	16
Occupational safety	Score	
According to the effect of eliminating the possibility of accidents	20	30
According to the impact on the centre of the accident (affecting 1 episode or more episodes)	25	
According to Interaction from Accident (affecting many people)	25	
Assessment According to the Type of Accident (Minor Scratches, Bruises, etc. that do not cause loss of time. Serious, Temporary Disorders, Fractures, etc.)	30	
Benefit	Score	
According to the Benefited Department	20	24
According to the Originality and Quality of the Proposal	20	
According to the Number of People to be affected by the Proposal	30	
Cost	Score	
According to Profit Return	30	30
	% Total Score	100

İLGİLİ (REFERANS) DOKÜMANLAR

Yapılan değişiklik;

New Document

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Biga - Hmd.Ikmal ve Süreç Gelistirme Sef	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü