 <small>İÇDAŞ ÇELİK ENERJİ TEKSAN VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Section/Process Code	KP-29
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	1/30/2023
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## 1.0 PURPOSE

The purpose of this procedure is to define the general principles for the implementation of the 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

**OPEX 5.0: Operational Excellence Digital Platform**

**FYK: Idea Management Committee**

**FYS: Idea Management System**

## 4.0 DUTIES AND RESPONSIBILITIES

**The Proposal Owner;**


**The Committee is responsible for forwarding suggestions through the system.**

**The Idea Management Committee (IMC):**

**Evaluates incoming suggestions. Forwards appropriate suggestions to the relevant departments.**

**Monitors the process.**

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Biga - Kalite Sistem Güvence Sefi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

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**Relevant Departments:**

*Evaluate the suggestions directed to them from a technical and operational perspective. Takes necessary actions for appropriate suggestions.*

**5.0 APPLICATION**

*The suggestion process is initiated by employees submitting suggestions through the OPEX 5.0 system. Suggestions submitted to the system are evaluated by the Idea Management Committee (IMC), and those deemed suitable are forwarded to the relevant departments.*

*Suggestions are evaluated under the following categories:*

- 5S
- HSE
- Respect for People
- Kaizen
- Poka-Yoke
- Reasonable Suggestion
- A3 Kaizen / Kobetsu Kaizen
- Asakai / Solution Card
- Autonomous Maintenance
- R&D
- Innovation
- 6 Sigma Green Belt
- 6 Sigma Black Belt
- TND

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• *Investment*

*Suggestions deemed suitable after technical and operational evaluation by the relevant departments are implemented. Suggestions deemed unsuitable are recorded along with the reasons, and feedback is provided to the proposer.*

*Accepted suggestions are evaluated within the relevant category and recorded in the system. Tracking, reporting, and recording activities related to the process are carried out by the relevant departments. Within the scope of TTS, awards are given not only to employees whose suggestions/ideas have been implemented, but also to those who have contributed with their opinions and thoughts.*

**RELATED (REFERENCE) DOCUMENTS**

OPEXIT-01-FİKİR  
OPEXIT-10-

YÖNETİM

KOMİTESİ

ÇALIŞMA

TALİMATI

**The change made is:**

Establishment of an Ideas Management Committee for proposals and commencement of use of the OPEX 5.0 Digital Platform.

HAZIRLAYAN

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KONTROL EDEN

Biga - Kalite Sistem Güvence Sefi

ONAYLAYAN

Biga - Proses Kalite Kontrol  
Müdürü