



Summary Report Year 2021 Project

Sanitization Scheduling Management System (SANSMS)



asset.plastictecnic.com



1.0 INTRODUCTION

Sanitization Scheduling Management System (SANSMS) developed to assist HR department to record factory and hostel sanitization data for Plastictecnic (M) Sdn Bhd (Bangi Branch). SANSMS also allow HR staff to record Covid-19 Compliance and update the action taken to the offender.



**To manage daily
sanitization data for
factory and hostel**

**Trace the
previous
sanitization
record**

**To generate
daily report by
email**

**Manage report list
for Covid-19
Compliance**



2.0 Objectives



3.0 System Features

#	FEATURES	ADMIN	HEAD OF DEPARTMENT (HOD)	HR STAFF
1	User Login And Registration	✓	✓	✓
2	Creating new and manage sanitization factory/hostel	✓		✓
3	Verifying sanitization report	✓	✓	
4	View Summary Report	✓	✓	✓
5	Searching/tracing report	✓	✓	✓
6	Remove/Delete sanitization report	✓		✓
7	Receive daily email for sanitization report	✓	✓	
8	Creating new and manage locations, type of offends and action takens	✓		✓
9	Creating new and manage Covid-19 Compliance report	✓		✓
10	Verifying Covid-19 Compliance report	✓	✓	



4.0 Team Member

IT	HR
Kelvin Tan	Ms Wong
Nurul Hilwadiana	Ms Nurzulaily
	Mr Ruzaini

5.0 Project Timeline

(Phase 1-Factory Sanitization and Covid-19 Compliance)

#	TASK	PIC	2021															
			June				July				August				October			
Sanitization Scheduling Management System			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W17	W18	W19	W20
1	Project kick off meeting	All	█															
2	Hardware Preparation	IT		█	█													
3	Development	IT				█	█	█	█									
4	UAT	IT								█								
5	User Training	User and IT									█							
6	Go Live & Test Run	All										█	█					
7	Documentation	IT														█		



5.0 Projects Timeline

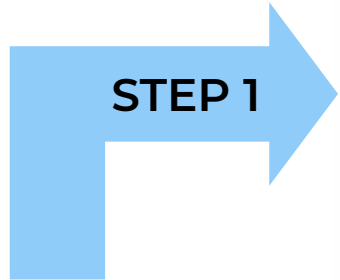
(Phase 2-Hostel Sanitization)

#	TASK	PIC	2021															
			July				August				September				October			
Sanitization Scheduling Management System			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
1	Project kick off meeting	All	█															
2	Hardware Preparation	IT		█	█													
3	Development	IT				█	█	█	█									
4	UAT	IT								█								
5	User Training	User and IT									█							
6	Go Live & Test Run	All										█	█					
7	Documentation	IT														█		



6.0 Process Flow

(Phase 1-Factory Sanitization)



**Fill in
Sanitization
detail**

Only fill in for first time every morning schedule

Created by
nhdam

Date
2021-10-08

Area
Choose your area

1st Disinfect

2nd Disinfect

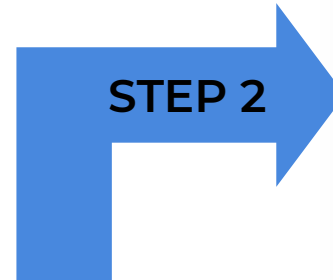
3rd Disinfect

4th Disinfect

5th Disinfect

Remarks

Submit



**Add
attachment**

Fill in every time disinfect done

Created by
nhdam

Date
dd/mm/yyyy

1st Disinfect

Time

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

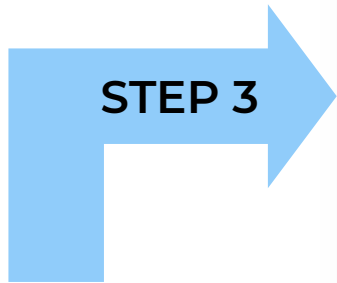
Choose File | No file chosen

Choose File | No file chosen



6.0 Process Flow

(Phase 1-Factory Sanitization)

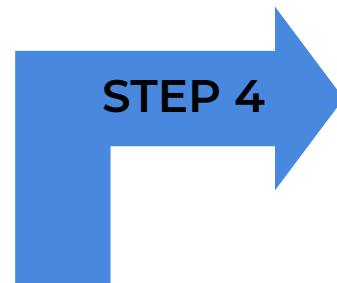


Save and will direct to list of sanitization

Factory Sanitization Scheduling List : Common Area

Disinfect

All	Common Area	Warehouse	Operation	Office	Attachment						
#	Location/Area	1st Disinfect (08:00am)	2nd Disinfect (02:00pm)	3rd Disinfect (08:00pm)	4th Disinfect (02:00am)	5th Disinfect	Date	Remarks	Checked by	Update	Delete
1	Switches	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07		nurzulaily.mz		
2	Vending Machine	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07		nurzulaily.mz		



Done!

SANITIZATION ATTACHMENT FOR 2021-10-07

1st Disinfect Time : 10:10

2nd Disinfect Time : 23:15

Notes :

- * 2 times sanitize per shift
- * Company shall provide suitable PPE for person who carry out the sanitizing job
- * Office area depends on office operating times

Plastictecnic (M) Sdn Bhd

Summary Report Factory Sanitization Scheduling

A. Common Area

#	Area	1st Disinfect	2nd Disinfect	3rd Disinfect	4th Disinfect	5th Disinfect	Date
1	Canteen	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
2	Guard House	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
3	Parking Area	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
4	Walk Way	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
5	Foyer	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
6	Smoking Area	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
7	Waste Bin	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
8	Temple Area	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
9	Vending Machine	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07
10	Switches	10:10:00	23:15:00	00:00:00	00:00:00	00:00:00	2021-10-07

Checked by :nurzulaily.mz



6.0 Process Flow

(Phase 1 - Covid-19 Compliance)

STEP 1

Fill in Location, type of offend and action taken

Location/Area
Pantry

Remarks

Submit



Location List

[New Location](#)

#	Area	Remarks	Update	Delete
1	Female Toilet			
2	Male Toilet			
3	Round Table (Reception Area)			
4	Meeting Room 2			
5	Meeting Room 1 (Reception)			
6	Canteen			
7	Pantry			

Code
SOP3

Type of offend
Exceed of the minimum 3 person

Remarks

Submit



Type of Offend List

[New Offend](#)

#	Code	Type	Remarks	Update	Delete
1	SOP9	Do not worn face mask, especially after meal			
2	SOP8	Exceeded headcount allowed in confined space, meeting room, smoking area			
3	SOP7	Move canteen chair setting out of designated box			
4	SOP6	Food sharing			
5	SOP5	Do not check and record body temperature			
6	SOP4	Do not scan MySejahtera QR code and/or update MySejahtera status			
7	SOP3	Exceed of the minimum 3 person			
8	SOP2	Social distancing			
9	SOP1	Not wearing mask properly	bbb		

Code

Action

Remarks

Submit



Action Taken List

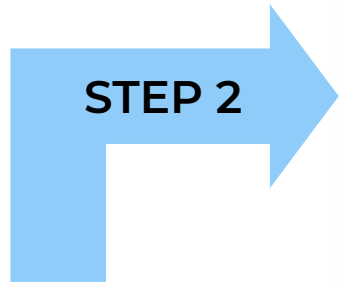
[New Action](#)

#	Code	Action Description	Remarks	Update	Delete
1	ACT2	Show cause letter			
2	ACT1	Disciplinary action	blabla		



6.0 Process Flow

(Phase 1 - Covid-19 Compliance)



Fill in Covid-19 Report form Compliance

Must be fill in by HR Department Staff

Location/Area
Select Location/area

Offender Name

Offender ID/Contact No.

Type of offend
Select one

Description

Photo/Evidence

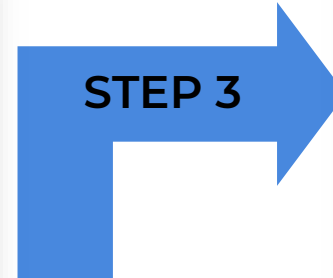
Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Created by
nhdam

Submit



Update action taken

Action taken
ACT2 - Show cause letter

File attachment
Choose File No file chosen

Updated by :
nhdam

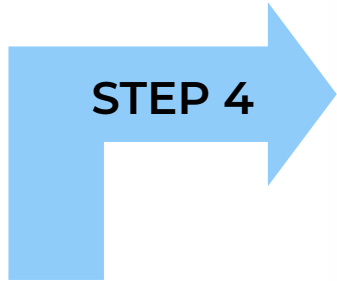
Updated at :
08-10-2021 05:34:47pm

Submit



6.0 Process Flow

(Phase 1 - Covid-19 Compliance)



Done!

Covid-19 Standard Operation Procedure(SOP) Report

Report Description

REPORT ID : #1


Offend Name : Nurul Hilwadiana

Offend ID : N0123

Location/Area : Pantry

Type of offend : Exceed of the minimum 3 person

Description : hee



Offend Date : 2021-09-07 14:55:43

Created by : nhdam

Action taken : ***ACT2 - Show cause letter

Attachment : Download

Updated by : nhdam

Updated at : 07-09-2021 02:55:37pm

Update

Covid-19 Standard Operation Procedure(SOP) List Report

New Report

#	Location/Area	Offender	ID	Action Taken	Created by	Created at
1	Pantry	Nurul Hilwadiana	N0123	✘	nhdam	2021-09-07 14:55:4
2	Canteen	Amar	A123	✘	nhdam	2021-08-26 15:26:1
3	Male Toilet	Amar	A123	✘	nhdam	2021-09-07 10:13:3





LAPTOP
DELL intel CORE i5



MOBILE PHONE

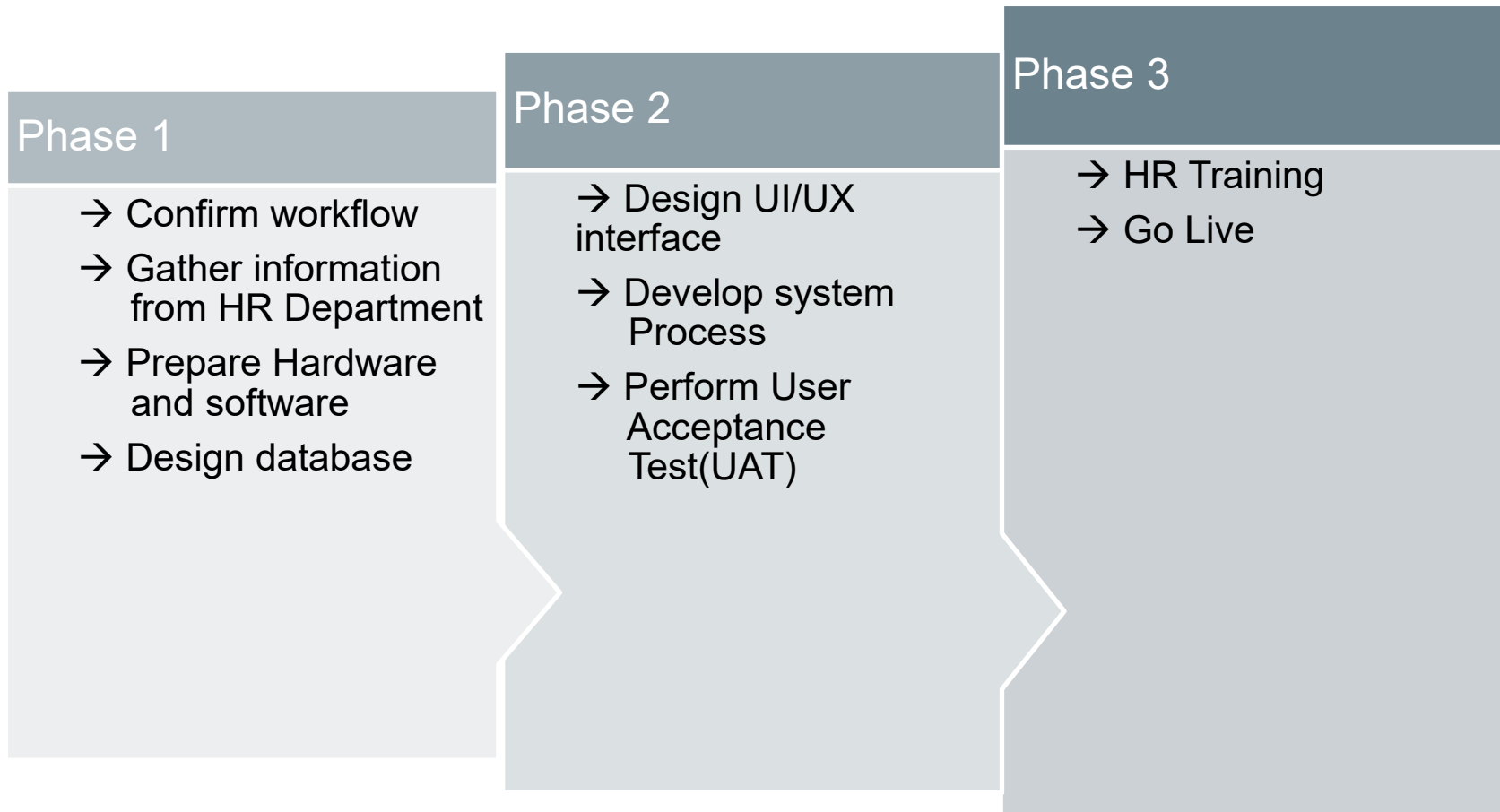


SOFTWARE
Xampp, Sublime,
Notepad++, sQL,Git



ACCESS POINT
UNIFI

7.0 Hardware Requirement



8.0 Planning



Click Summary Report to the report detail

Reply Reply All Forward
 Sun 10/10/2021 12:00 PM
 SanitizePTSB <sanitize@plastictecnic.com>
Summary Report for Sanitization Schedule
 To celine.sutoh@tecnic.com.my
 Cc hrd4@tecnic.com.my; hrd10@tecnic.com.my; it@tecnic.com.my; it4@tecnic.com.my
 This message was sent with High importance.

Hi,

To view factory summary report, click [here](#)

Thank you,

Plastictecnic(M) Sdn. Bhd
 Lot 1, Jalan P/2A, Kaw Perusahaan Pkt 1,
 43650 Bandar Baru Bangi,
 Selangor Darul Ehsan
 Office : +603 8925 6950 | Fax : +603 8925 6955

 Website : www.plastictecnic.com

*** This is an automatically generated email, please do not reply***

Plastictecnic (M) Sdn Bhd
Summary Report Factory Sanitization Scheduling

A. Common Area

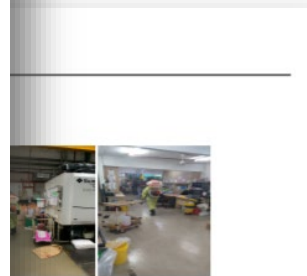
#	Area	1st Disinfect	2nd Disinfect	3rd Disinfect	4th Disinfect	5th Disinfect	Date
1	Canteen	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
2	Guard House	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
3	Parking Area	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
4	Walk Way	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
5	Foyer	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
6	Smoking Area	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
7	Waste Bin	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
8	Temple Area	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
9	Vending Machine	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
10	Switches	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07

Checked by :nurzulaily.mz

4th Disinfect	5th Disinfect	Date
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07
00:00:00 ✗	00:00:00 ✗	2021-10-07

10	Switches	10:10:00 ✓	23:15:00 ✓	00:00:00 ✗	00:00:00 ✗	00:00:00 ✗	2021-10-07
----	----------	------------	------------	------------	------------	------------	------------

Checked by :nurzulaily.mz



Notes :

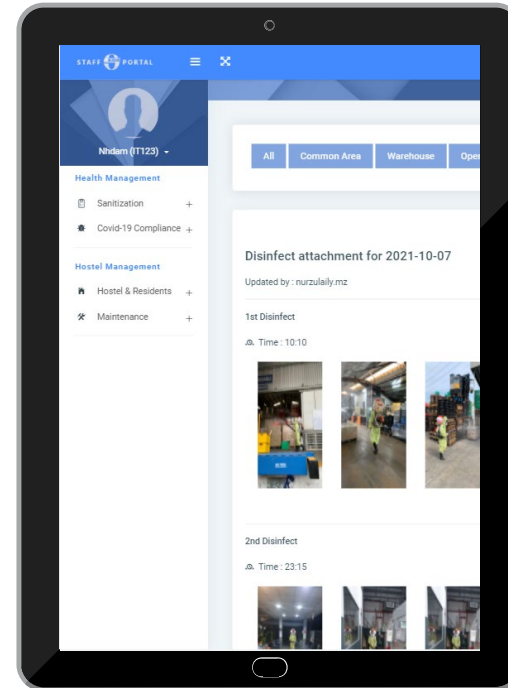
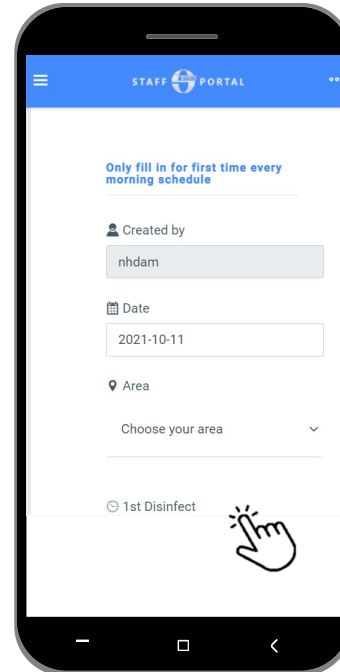
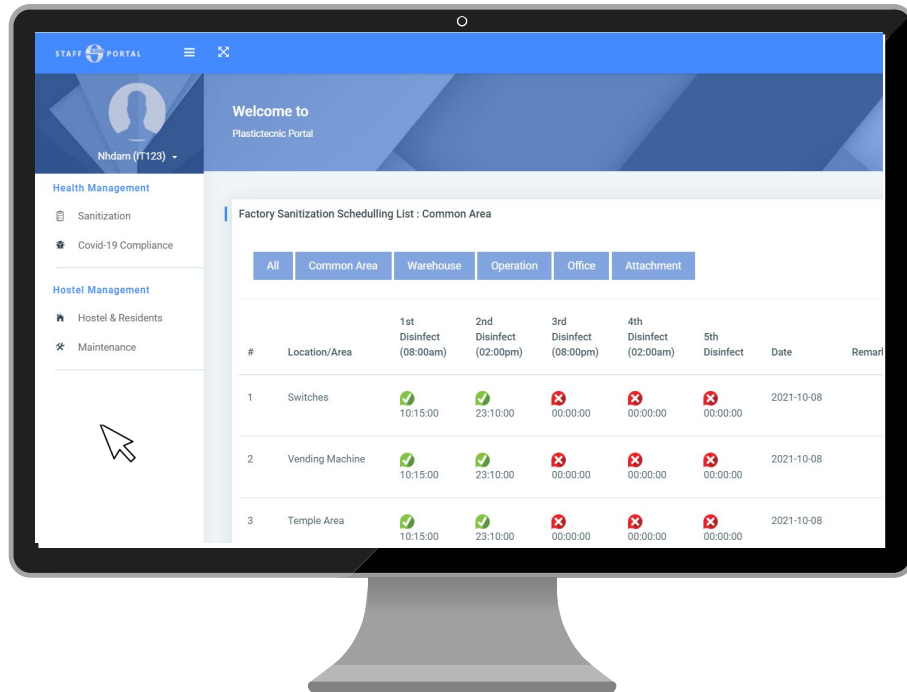
- 2 times sanitize per shift
- Company shall provide suitable PPE for person who carry out the sanitizing job
- Office area depends on office operating times

9.0 Appendix



Desktop & Mobile support view

SANMS can be view using mobile phone/tab



9.0 Appendix



End