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APPENDICES

Appendix A - Value Stream Mapping Icons

Customer		Leveling Loading	
Supplier		FIFO sequence flow	
Data Boxes		Physical Pull	
Kaizen Event		Schedule	
Manufacturing Process		Go-See scheduling	
Buffer (or Safety) Stock		Operator (Manpower)	
Supermarket		Withdrawal Kanban	
Inventory		Production Kanban	
Electronic information flow		Kanban Collection Point	
Manual information flow		Signal Kanban	
Push system		Truck/Vehicle	
Material goods to customer		Forklift	

Appendix B - Permission letter for company



Universiti Malaysia Perlis



Alamat Surat Menyurat :

Universiti Malaysia Perlis
P.O. Box 77,
4/9 Pejabat Pos Besar,
01007 Kangar, Perlis, MALAYSIA
☎ 604-979 8008
☐ www.unimap.edu.my

1st April 2016

Tuan,

MOHON KEBENARAN UNTUK MENJALANKAN PROJEK TAHUN AKHIR DI SYARIKAT HANG TUAH SDN. BHD.

Merujuk perkara di atas, saya ingin memohon kebenaran daripada pihak tuan bagi membolehkan pelajar-pelajar di bawah selian saya menjalankan projek tahun akhir di Syarikat Hang Tuah Sdn. Bhd.

2. Untuk peringkat awal, pelajar-pelajar ini diharapkan diberi kebenaran untuk menjalankan aktiviti-aktiviti berkaitan projek tahun akhir mereka bermula pada Mac 2016 hingga Mei 2016.

3. Berikut adalah nama pelajar-pelajar yang terlibat berkenaan perkara ini:-

- Siti Khadijah Binti Zulkefli (121052211)
- Nur Zafira Binti Mohd Ar Fahiman (121051834)

4. Tujuan khusus projek tahun akhir ini adalah seperti berikut :-

- Pembangunan "*Value Stream Mapping*" untuk proses pembuatan produk kopi.
- Analisa "*final inventory flow and layout*".
- Mendapatkan dan mengumpul data berkaitan.

5. Sepanjang keterlibatan pelajar-pelajar tersebut dalam menjalankan projek tahun akhir ini, mereka perlu memahami dan mematuhi peraturan yang telah ditetapkan oleh pihak syarikat.

Sekian, terima kasih.



Dr. Rosmaini Ahmad
Pensyarah Kanan
Pusat Pengajian Kejuruteraan Pembuatan
...Universiti Malaysia Perlis (UniMAP)
(DR. ROSMAINI BIN AHMAD)
Penyelia Projek Tahun Akhir



ILMU KEIKHLASAN KECEMERLANGAN