

### Planned 4M Change Point Schedule

Operational guidelines

1. GL fills in the contents of the scheduled change point and corresponding contents.
2. GL checks the description, when there is a problem, GL correct it.

3. GL inform the change point content to all operators at every morning meeting.
4. GL stores this sheet along with the change point record sheet on weekend.

Date Range: \_\_\_\_\_

DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4M							
MAN							
Planned Action							
MACHINE							
Planned Action							
MATERIAL							
Planned Action							
METHOD							
Planned Action							

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4M							
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