



DAVALOR Mold Company, LLC

5S Policy

(PL-03 5.4.2023 Rev. 4)

Scope:

This Policy applies to all DAVALOR physical assets (property, equipment, tools and machines, etc.) and describes the 5S requirements that ALL DAVALOR employees must comply with.

Facility Sections and Section Leaders Responsibilities:

The facility is divided into 'sections' and for each section, there are 'Section Leaders' whose responsibility it is to ensure that certain 'Section Standards' (Refer Below) are met and complied with on a daily basis. All Section Leaders are accountable to The Operations Manager in that he is ultimately responsible for maintaining the facility in a 'Tour-Ready' (Refer Below) condition at all times. The Section Leaders are as follows:

- Production (Incl. WIP, Pack and Scan, and ALL Equipment)– Production Supervisors
- Mold Maintenance and Storage Area - Production Supervisors
- Shipping – Shipping Supervisor
- Quality Lab – Quality Supervisor
- Nonconforming Parts Area – Quality Supervisor
- Assembly - Production Supervisors
- Finished Goods – Production Supervisors
- Packaging – Shipping Supervisor
- Raw Materials – Shipping Supervisor
- Tool Room – VP of Engineering
- Potentially Hazardous Materials Containment Area – Production Supervisors
- Front Office, Restrooms, Break Areas, Engineering Offices, Presidents Office – ALL Employees supported by our Cleaning Service
- Engineering – Engineering
- Outside Storage – Production Supervisors
- Maintenance – Production Supervisors

Section Standards:

- Sections must be swept regularly and must be free of debris
- Sections are to be organized so that EVERYTHING has a place and EVERYTHING is in its place... and all locations are to be labeled... comply with all 5S requirements and the 5S Policy
- Every container must be accurately labeled as to contents
- All containers, racks and equipment must be located 'square to the building'
- No material can be located so as to extend into the aisles
- No materials may be located so as to block a fire extinguisher
- No materials may be located so as to block over-head doors or other entrance

ALL Employees Responsibilities:

- All employees must keep their immediate work areas clean and orderly
- All employees should be 'engaged' in the 5S effort by not littering, by cleaning up behind themselves in break rooms and rest rooms, by pushing chairs under the tables in conference rooms and break rooms, by leaving conference rooms, break rooms and restrooms ready for us by the next person, by picking up debris when they see it, by picking up debris in the parking lot, by sweeping up after themselves if they spill something, and, by taking 'pride' in the place where they earn their living!!!

Office Space Requirements:

- Cubicles are to be kept neat and orderly at all times
- Desks may have paperwork spread upon them as long as, to an observer, the items appear to be well organized (labeled) and are obviously being used
- Desks should be free from parts unless they are part of a current project and should not be on the desk more than 2 days

5S Audits:

- The Quality Supervisor will organize periodic audits for compliance to the 5S Policy



John Boeschenstein
Chief Executive Officer

5/9/23

Date