

Suggestion Form

Format No.

Suggestion No.:	Suggestion Date:	Suggestion for Department	Sugg. For Process / Method

Brief Description of Suggested Method / Procedures

Present Method / Procedure	Disadvantage of present method / Procedure
Suggested Method / Procedure	Advantage of Suggested Method / Procedure

Drawing / Sketch / Process Flow / Diagram etc.. For Justification

Estimated Saving if Suggestions are approved, Per year

Suggested by			
Name of Employee / Team member	Department	Level	Signature

Prepared By	Verified & Approved By