

D5-B: Human Resources Development

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1 Purpose of "Human Resources Development"



Purpose

To carry out efficient and planned personnel development to respond for fluctuations of production.

② Human Resources Development Rule



RULES

1

Have a rule to conduct human resources development efficiently.

Human Resources Development Plan

- To create a training plan based on production plan.
- To decide work in charge based on result of checking aptitude in operation.
- Aptitude in operation is judged based on numerical criteria.
- Establish a training program necessary for each work in charge.
- To keep aptitude check result and training record.

2 Human Resources Development Rule





Check aptitude in operation first to identify quality of each operator before assigning to enable efficient training plan by preventing retraining due to wasteful relocation.

Have training for each specific work to improve efficiency by providing minimum training individually separated from general training.

Operation aptitude check

To check ability
 of operations
 such as sensory
 test, and detail oriented work
 using fingers.

Specific work

Work within production:

- Direct operator
- Kitting operator
- Label printing PIC
- Indirect material control PIC

③ Compliance with Human Resources Development Rule





2

Implement it based on the rule to conduct human resources development **efficiently.**

Human resources development is conducted based on the rule.

	TRAINING PLAN F		PRSDO.		CH	ECKED BY			PREPARED BY	-		Course Content	Related Documents	Purpose	How to Educate	Trainer	Time Time Start finishe	8.00 8.3	0 9:00 9:3	30 10.00 10	11:30	12:00 12:30	13:00 13:3
-	NAME OF TRAINEE: Ronnie Verde	1		7				0-11-17-17-18-18-18-18-18-18-18-18-18-18-18-18-18-				Printer Organization	PPT Presentation		Detailed explanation using slides	Hashira	0810H 0840H	-	→				
	POSITION: MQC Inspector DATE OF ENTRY: July 13,2021	ALC:	2 4/19/1	19	Leah	PA VID Rucelle Paci	ilo	0	Alliana Rio			Quality Management System Promotional Activity	Printer Organization chart		Detailed explanation using slides	Hashira	0840H 0910H		•→				
1			KAMURA					Carrie Land	0	100		Introduction Vork Instruction	PPT Presentation		Detailed explanation using slides	Hashira	0910H 0950H			\rightarrow			
			SCHEDULE DAY/ACTUAL DATE					TF			Importance of check sheets and forms	PPT Presentation		Detailed explanation using slides	Hashira	0950H 1020H				→		+	
NO.	O. TRAINING CONTENT		DAY 2			DAY 5 21-Jul	DAY 6	DAY 7	DAY 8 27-Jul	DAY 9	K&P Defects	PPT Presentation		Detailed explanation using slides	Hashira	1020H 1050H				•			
1	I. Introduction of Molding Parts	N-Jul										Handling Abnormality/Alarm Response Procedure	PPT Presentation		Detailed explanation using slides	Hashira	1050H 1120H				•		+
2	a. Parts Familiarization (Part Name and Part Code)	Nichi										, , ,			to check their understanding by giving		1220H 1250H				+++		+
3	b. Familiarization of Appearance	injulat.										Group Activity	PPT Presentation	ルールを守ることの大切さを教える。 To teach the importance of following the	activities	Hashira	1220H 1250H					•	→
4	c. Proper Handling of Parts	19-001										ESD Countermeasures	PPT Presentation	rule. 作業者の役割を認識させる To make them aware of the role of an operator.	Detailed explanation using slides	Hashira	1250H 1320H						•
5	II. Basic Operation of Instrument		:: No									Yellow card/ DCI	PPT Presentation		Detailed explanation using slides	Hashira	1320H 1340H						
6	a. Caliper b. Height Gauge	-	(acc									PS Control	PPT Presentation		Detailed explanation using slides	Hashira	1340H 1410H						
,	c. Pin Gauge		F-301	-	-	-				_		First in First out	PPT Presentation		Detailed explanation using slides	Hashira	1410H 1440H						-
9	d. Micrometer		School .							_		5°S	PPT Presentation	-	Detailed explanation using slides	Usekirs	1440H 1500H		+				+
10	III. Basic Operation of Machines		2.300	400000	-	_								_					-				+
11	a. Measuring Scope			Her Hill		_						Printer Safety Awareness	PPT Presentation		Detailed explanation using slides	Hashira	1510H 1530H						
12	b. Vision Scope			to state								Post Examination	PPT presentation & Procedur	e	to check their understanding by giving tests	Hashira	1530H 1630H						
13	c. CMM			Turnel								Manpower Allocation (designation to assembly per	PPT Presentation		considering the test result given by the	nřa	1630H 1700H						
14	IV. Discussion of Work Instruction and Inspection Standard				17:00							process)	1111100000000		BPS training								
15	a.Ink Cartridge											Pre Examinations	Examination	Pre-assessment of operator's knowledge		Hashira							
16	b.Tape Cassette										Day 2	Line Familiarizationi ine Tour	Production Layout	Overview of printer production Flow	Line tour	Hashira	tt	tt				†***	
17	c.Printer				1	li-lul					In Line	Line introduction	rioussisiiLagoui	Overview or printer production most	Life (OUI	Пазліна	Į	ļļ					
18	V. Visual Inspection		-								Rules	Direct/Indirect materials/Proportional materials	Actual parts/ Work Instruction	Familiarization of the materials used in	Actual Parts vs Vork Instruction	Hashira							
19	a.Ink Cartridge		_								and	Familiarization		designated assembly for proper filling up and understanding of									
20	b.Tape Cassette		-								Regulat	Checksheets and forms	checksheets	items to check	Educate the leaders, Leaders> Operator	Leaders							
21	c.Printer						-		2734	28-Jul	on			Importance/ reason who they need to check								<u> </u>	
	Training P	lan	F	OI	rm	1	\vdash		RECC	701-069-00		Trair	ning	Plan fo	r New	(Ор	er	at	or	S		

4 Promotion of Multi-skill development







Promote multi-skill development.

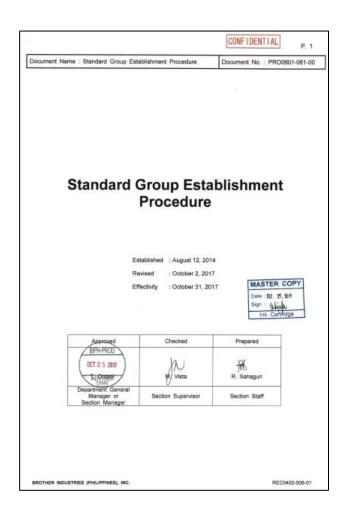
- ✓ Train multi-skilled operators systematically.
- ✓ Should be able to. see progress status of each target operator of multiskilled operator.

LEGEND	TEMPO BADGE	KNOW KEYPOI	INTS AND	CONTROL	ITEMS (C/	N DO PRO	CESS ALO	NE)
	CERTIFIED	KNOW KEYPOI	NTS AND	CONTROLI	TEMS AND	CAN ACH	HEVE TAKT	TIME
	0	ACHIEVED						
	X	NOT ACHIEVED	D					
					WE	EK 1		
Multi	Process	Date	01-Apr	02-Apr	03-Apr	04-Apr	05-Apr	06-Ap
	STARWHEEL 1	Plan			L3			L4
	STARWITEEE I	Actual			X			X
	STARWHEEL 2	Plan						
PINEDA, ROSELYN	STARWITEEL 2	Actual						
THEOA, NOSEETT	INK REFILL 2	Plan						
	HAK KEI IEE 2	Actual						
	FRAME 3RD 4	Plan						
	T NAME SILD 4	Actual						
	FRAME BASE 1	Plan			L3			L4
	THAINE BASE I	Actual			Х			X
	ENC 3	Plan						
EVORA CECIL	Elve 5	Actual						
EVOITA CECIE	ENC 2	Plan						
	LIVE Z	Actual						
	FB 2	Plan						
	102	Actual						
	GH 3	Plan			L3			L4
	3113	Actual			0			X
	FRAME BASE 1	Plan						
	Multi-ski		ng F	Plan				

4 Promotion of Multi-skill development



- ✓ Better start training multi-skilled operator from processes before & after his or her process, because in case of adding workload of one process due to decreased production volume, it's easier to transfer work elements if he or she had already been trained in other processes.
- ✓ Number of multi-skilled operators can de decided by a plan of the factory.









4

Maintain level of multi-skilled operator.

Check operation level of multi-skilled operator regularly.

Operation level

 Operation quality and speed of the process

Regularly

- a period decided by the factory.

Ce	ertificati	on c	of Train	ing	Records List	Legend	1 month before I month of badge badge already o				
ID Number	Employee Name	Date hired	Position	Assembly	Process	Process Rank	BADGE EXPIRATION	Next Certification target date	Actual Exam (Activities Checklist)	Follow Up Checksheet date	Operator Skill Level
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MNh7-KO-1REGULAR	A	15/09/2021	15/09/2022	9/15/2020 100% PASSED	9/15/2020	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MINIT-KO-1HT	А	15/09/2021	15/09/2022	8/28/2020 100% PASSED	9/15/2020	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MINIT7-KO-3	А	30/12/1900	30/12/1901	5/29/2020 100% PASSED		2. Passed actual exam with Tempo badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MINITS-KO 4 BIZSL	А	09/02/2022	09/02/2023	2/4/2021 100% PASSED	2/9/2021	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MINI19- KO 4 HTSL	А	09/02/2022	09/02/2023	2/4/2021 100% PASSED	2/9/2021	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MIN19-KO4STEPLOW	А	09/02/2022	09/02/2023	2/4/2021 100% PASSED	2/9/2021	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	ко	MINI19-KO 4 BIZSTEP	А	19/02/2022	19/02/2023	2/4/2021 100% PASSED	2/19/2021	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIT7-KO-3HT	А	15/09/2021	15/09/2022	5/29/2020 100% PASSED	9/15/2020	3. Passed follow up with Badge
BIPH2019-03034	Dayawa, Maricel	16/02/2019			na Pocordo			_	9/16/2020 100% PASSED		2. Passed actual exam with Tempo badge

