

# D5-B: Human Resources Development

Approved by:	Confirmed by:	Prepared by:
P. Bautista	L. Tan	J. Lambit
PE Manager	PE SPV	PE Engineer

Rev.00

- ① Purpose of “**Human Resources Development**”
- ② Human Resources Development rule
- ③ Compliance with Human Resources Development Rule
- ④ Promotion of Multi-skill development
- ⑤ Maintain level of Multi-skilled operator



# 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.

### Operation aptitude check

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



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

### Specific work

Work within production:

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



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# RULES

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

# Training Plan Form

## Training Plan for New Operators

# ④ Promotion of Multi-skill development

## RULES

# 3

Promote **multi-skill** development.

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

LEGEND	TEMPO BADGE		KNOW KEYPOINTS AND CONTROL ITEMS (CAN DO PROCESS ALONE)						
	CERTIFIED		KNOW KEYPOINTS AND CONTROL ITEMS AND CAN ACHIEVE TAKT TIME						
	O		ACHIEVED						
	X		NOT ACHIEVED						
			WEEK 1						
Multi	Process	Date	01-Apr	02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	
PINEDA, ROSELYN	STARWHEEL 1	Plan			L3			L4	
		Actual			X			X	
	STARWHEEL 2	Plan							
		Actual							
	INK REFILL 2	Plan							
		Actual							
	FRAME 3RD 4	Plan							
		Actual							
EVORA CECIL	FRAME BASE 1	Plan			L3			L4	
		Actual			X			X	
	ENC 3	Plan							
		Actual							
	ENC 2	Plan							
		Actual							
	FB 2	Plan							
		Actual							
	GH 3	Plan			L3			L4	
		Actual			O			X	
	FRAME BASE 1	Plan							
		Actual							

Multi-skill Training Plan

Multi-skill Training 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 be decided by a plan of the factory.




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### Standard Group Establishment Procedure

Established : August 12, 2014  
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Date : OCT 25 2017  
Sign : [Signature]  
Ink Cartridge

Approved	Checked	Prepared
 Department General Manager or Section Manager	 Section Supervisor	 Section Staff

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RULES

# 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.

Certification of Training Records List							Legend		1 month before badge expiration		
									month of badge expiration		
									badge already expired		
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
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIT-KO-1 REGULAR	A	15/09/2021	15/09/2022	9/15/2020 100% PASSED	9/15/2020	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIT-KO-1 HT	A	15/09/2021	15/09/2022	8/29/2020 100% PASSED	9/15/2020	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIT-KO-3	A	30/12/1900	30/12/1901	5/29/2020 100% PASSED		2. Passed actual exam with Tempo badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIS-KO 4 BICSL	A	09/02/2022	09/02/2023	2/4/2021 100% PASSED	2/9/2021	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIS-KO 4 HTSL	A	09/02/2022	09/02/2023	2/4/2021 100% PASSED	2/9/2021	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIS-KO 4 STEP LOW	A	09/02/2022	09/02/2023	2/4/2021 100% PASSED	2/9/2021	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIS-KO 4 BICSTEP	A	19/02/2022	19/02/2023	5/29/2020 100% PASSED	2/19/2021	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO	MINIT-KO-3 HT	A	15/09/2021	15/09/2022	9/16/2020 100% PASSED	9/15/2020	3. Passed follow up with Badge
BPH2019-03034	Dayara, Maricel	16/02/2019	MULTI SKILLED OPERATOR	KO							2. Passed actual exam with Tempo badge

Training Records MSO

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