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WORK INSTRUCTION



Qualification of Q Gate Associates /Inspector's

Work Instruction No.	Issue	Rev.	Date	Page
ISW - QA - 005	02	01	10.10.2018	01 of 01

1.0 Purpose

To establish a Procedure for Licensing the Q Gate Associates /Inspectors and to ensure that :verification of Associates /inspector ability to detect the various defects of products as per SOP/Process sheet

2.0 Scope

The qualification of Q Gate associates /Inspector's

3.0 Responsibility

Department Head - QA /Sec Head /Line leader

OJT includes the following subjects:- a) Customer complaint awareness b) Past trouble history c) Reading of process sheet (drawing), SOP and WI d) Usage of Instruments / Gauges and Handling etc. e) Fit ,function and critical parameters awareness f) Awareness about OK & NG master samples /defect sample/limit samples g) Product and process awareness i) Awareness on rework & rejections handling j)SS & Safety 3 After Successfully completion of on job training, associate will be monitored under the guidance of senior inspectors for 2 day's 4 Part checked by new associates will be identified & keep separately & same will be cross checked either by Line leader /senior associates /Qualified Inspector for confirmation of parts on sampling basis & dualy sign on back side of the identification tag 5 Qualification or Skill test (ziwaru)will be conducted once in three month by mixing or various known defects (As per defect Matrix/ Lot Control sheet) in ok lot and Inspector / associate has to identify all defects properly. Minimum Passing mark is 90 % (Defect identified /Total input defect x 100) failure to that re-training will be provided and re-test will be conducted Note: Other OJT or Class room training passing marks should be minimum 75% and are awarded as per judgement criteria 6 Skill matrix of Q Gate inspector /Associate will be revised & updated after Every six month or as per requirment.	Sr. No.		Activity	Responsibility	Ref. Doc				
2. Skills required: Knowledge on Usage & Handling of General Instruments/gauges. Reading of Drawings etc. 2. Q Gate Inspector's/ Associates should be provided the following on job training to new employees for a period of 3 Day's OJT includes the following subjects: a) Customer complaint awareness b) Past trouble history c) Reading of process sheet (drawing). SOP and WI d) Usage of Instruments / Gauges and Handling etc. e) Fit function and critical parameters awareness f) Awareness about OK & NG master samples / Getect sample/limit samples g) Product and process awareness f) Awareness about OK & NG master samples / Getect sample/limit samples g) Product and process awareness f) Awareness on rework & rejections handling g) ISS & Satety 3. After Successfully completion of on job training, associate will be monitored under the guidance of senior inspector's for 2 day's ame will be cross checked either by Line leader / senior associates / Qualified inspector for confirmation of parts on sampling basis & dually sign on back side of the identification tag 5. Qualification or Skill test (Iziwaru/will be conducted once in three month by mixing or various known defects. As per defect Matrix Lot Control sheet) in ok lot and inspector / associate has to identify all defects properly. Minimum Passing mark is 90 % (Defect Identified / Total input defect x 100) failure to that re-training will be provided and re-test will be conducted Note: Other OJT or Class room training passing marks should be minimum 75% and are awarded as per judgement criteria. 6. Skill matrix of Q Gate inspector / Associate will be revised & updated after Every six month or as per requirment. 7. HOD QA will issue the Authorisation card or Badge for each Q - Gate associates FOR SKILL TEST (Iziwau leads). In the propertified of	1	Competency	requirement Criteria						
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BLUE NEW JOINEE - 90% GOLD SILVER BLUE	GOLD			below 5 min 75%		75%	· ·		
BLUE NEW JOINEE GOLD SILVER BLUE	SILVER			5 ~7 75%		75%	90%		
BH AGY AGY									
Prepared By Checked By Approved By Released By		GOLD	G SILVER	BLUE					
Prepared By Checked By Approved By Released By	BS		Light	N	fund.	de	and the same of th		
	Pre	pared By	Checked By	Арр	roved By	Release	ed By		

JUDGEMENT CRITERIA										
BADGE COLOUR DESIGNATION Time WRITTEN PRACTICAL FOR SKILL TEST										
GOLD	TEACHER /TRAINER	below 5 min	75%	75%	100%					
SILVER	INDEPENDENT OPERATOR APPROVED	5 ~7	75%	75%	90%					
BLUE	NEW JOINEE									









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	QG	ATE NAME							
#	Study date	Sample Defect Description	Conducted by	Assocaite Name	Assocaite Name	Assocaite Name	Assocaite Name	Assocaite Name	Remarks
				Ok /NG	Ok /NG	Ok /NG	Ok /NG	Ok /NG	
Legends : O	- Defect Identfi	ed by Associate , X-	Defect part Not ide	tified by associates			,		
1		Dent		0					
2		Damage		0					
3		Blow hole		0					
4				0					
5				0					
6				Х					
7				0					
8				0					
9				0					
10				0					
11				0					
12				0					
13				0					
14				0					
15				0					
	1	ı	ı					1	
			K IDENTFIED QTY						
			OT IDENTIFED QTY						
		TOTAL INPU	T DEFECT IN NO'S FINAL SCORE						
			QUALIFIED	YES					
Note · Minimi	ım Passing sco	re mark is 90%, fail	ure to that retrainir			1		1	1

	SKILL TEST PLAN													
#	Q GATE NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	REMARKS
1														
2														
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