










|  | | 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 | | | | | | |
| Sr. No. | Activity | | | Responsibility | Ref. Doc | |
| 1 | Competency requirement Criteria 1. Minimum Qualification : DET/ITI /PUC /SSLC (1 or 2 Year Experience /fresher) 2. Skills required : Knowledge on Usage & Handling of General Instruments/gauges. Reading of Drawings etc. | | | Sec.Head /HR | Ident / Request | |
| 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 /defect sample/limit samples g) Product and process awareness i) Awareness on rework & rejections handling j)5S & Safety | | | Sec. Head / Line Leader | Induction & On jobTraining On job Training | |
| 3 | After Successfully completion of on job training, associate will be monitored under the guidance of senior inspectors for 2 day's | | | Sec Head | On job training record (ISF AD 007) | |
| 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 | | | Sec Head /In charge QA | | |
| 5 | Qualification or Skill test (lziwaru)will be conducted once in three month by mixing of 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 | | | Sec Head /In charge QA | Skill test report (ISF-QA-) | |
| 6 | Skill matrix of Q Gate inspector /Associate will be revised & updated after Every six month or as per requirment. | | | Trainer | On job Test Results | |
| 7 | HOD QA will issue the Authorisation card or Badge for each Q -Gate associates | | | Sec head | Skill matrix | |
| | | | | HOD QA | Inspector /Associate Licence card / badge | |
| JUDGEMENT CRITERIA | | | | | | |
| BADGE COLOUR | DESIGNATION | TIME | WRITTEN TEST | PRACTICAL | FOR SKILL TEST (lziwau test) | |
| GOLD | TEACHER /TRAINER | below 5 min | 75% | 75% | 100% | |
| SILVER | INDEPENDENT OPERATOR APPROVED | 5 ~7 | 75% | 75% | 90% | |
| BLUE | NEW JOINEE | -- | | | | |
| |  |  |  | | | |
| | GOLD | SILVER | BLUE | | | |
|  |  |  |  | | | |
| Prepared By | Checked By | Approved By | Released By | | | |

| JUDGEMENT CRITERIA | | | | | |
|--------------------|-------------------------------|-------------|--------------|-----------|----------------|
| BADGE COLOUR | DESIGNATION | Time | WRITTEN TEST | 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 | -- | | | |



