







		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			