



Responsibility & Authority

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Department	Heat Treatment & Forging
Division	Works

SECTION HEAD - HEAT TREATMENT / FORGING SHOP

1. Establish system for production control in shop
2. Establish system of quality control in shop
3. Implementation of TS 16949 quality system
4. New project execution, establishment of new production lines & capacity expansion on existing lines
5. Monitor Corrective & preventive actions
6. Monitor customer complaints & corrective actions monitoring.
7. Preparation of Business plan document for the department
8. Monitor the performance of the shop in accordance to the business plan objectives.
9. Identifying the training needs of subordinates and provide training as per requirement.

ASSOCIATE - FORGING

1. Implementing production control system in the line
2. Implementing quality control systems in the line
3. Coordinating with QA, Maintenance & FC
4. Analysing customer quality complaints & implementing the corrective actions.
5. TS 16949 / EHS implementation.
6. Implementation of SPC,TPM,5S initiatives in the line.
7. Implementing kaizen initiatives in the line
8. Identifying the training needs of LA's and providing the training plan as per skill matrix.
9. Ensuring the performance of the line is achieved as per the targets.

Engineer & Shift incharge - HEAT TREATMENT SHOP

1. Implementing daily production plan as per the target.
2. Ensure that production, Quality & Despatch target are met as per plan.
3. Ensure all metallurgical inspection at final stage as per laid down spec./standards
4. Conducting SPC studies.
5. Coordinating with Tool room, Maintenance, QA, Purchase, FC.
6. Day to day work allotment & monitoring
7. Ensure calibration & servicing of all process instrument/gauges.
8. Countermeasures for HT related customer complaint
9. Ensure validation of jigs & fixtures.
10. Generating daily reports.
11. TS 16949 / EHS requirements implementation.
12. Assisting the section head in the Implementation of SPC,TPM,5S initiatives in the shop floor.
13. Providing On Job Training to LA's as per the Skill matrix.
14. Implementing continuous improvement activities in the line.
15. Taking decisions on non conformances in semifinishing operations in case of exigencies.
16. Parameter change during set up change of LFQ, Laser Marking & Furnace Critical Parameters.


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