**Departmental Induction-EOH**

Text to speech (script)

1.1

Welcome to Engine Overhaul Department

1.2

Departmental Organization Chart & Main Activity

EOH Section and nearest first aid kit

Department Training Matrix

5S

HPS

Introduction to safety wall

G.S.C.C Introduction

1.3

This is Engine Overhaul Department organisation Chart. Top of the chart is Executive General Manager, Operations, Mick Brown. Under him is Head of Engine Overhaul Nick Yeung and his administrator is Vera Chao. There are 3 managers under him, Assistant Manager, Module Repair, Lee Wai Keung, Manager, Module Change Support Services, Gary Chow and Manager, Module Change, Wilson Ng. Names below these managers are engineers of the relevant section, while test cell is in charge by Nick Yeung and the lower right are relevant engineers.

1.4

Main Activity in EOH

Once we receive Engine, we will have pre-induction check, technical review meeting with other departments, Engine and Module strip. After Component Repair, new part procurement and material kitting, we will build the module and engine. Then, test cell team will install test equipment for engine testing, conduct multiple tests, remove test equipment and perform pre-installation check. Engine is dispatched and send back to customer.

1.5.

Where can I find Band-Aid?

You can find it in the First Aid Room which near Bench Inspection, as well as the movable First Aid Kit in each section.

1.6

This is the first aid room

1.7

And you can find movable first Aid Kits everywhere, ask your supervisor if necessary.

1.8

EOH sections are distributed into different phases. Let me introduce Module Repair (JB) sections first. Following floor plans show the location of first aid boxes and Eyewash stations.

1.9

JBD Module 02(M32 section) is located in phase 6 3rd Floor, click the marker to see who is/are the engineer(s) in charge.

1.10

Also, JBG & JBM Module 03 & 06(M31 & 61 section), click the marker to know him.

1.11

2nd Floor is for JBJ Module 04 (M41 section). Don’t forget to click the marker.

1.12

Phase 4 Ground floor is JBA, JBK, JBR, JBB (Phase 4 Team and Balance workshop), click the marker and know who is/are in phase 4.

1.13

JBP Process Centre Workshop, Phase 2 Ground Floor, you may already know all JB engineers, click the icon to see who is/are this section engineer(s).

1.14

Then, we will talk about Module Change (JC), which includes Module Change, Non-metallic Repair, Fan Case, Electrical, Sheet Metal

1.15

As well as test cell

1.16

JCS JCQ Module Change consists of Phase 1 and Phase 6 ground floor. You can find engineers in charge in the production office. Click the marker to know them.

1.17

JCC Non-metallic Repair is located on Phase 2 ground floor, which is highlighted in the red rectangle. Friendly Reminder, Click the marker.

1.18

JCF Fan Case section and JCE Electrical section share phase 6 1st floor. There are two markers in the floorplan. Do you find someone that you have seen after popping up engineer in charge page?

1.19

JCR Sheet Metal is in phase 4 ground floor. You may go there through MR Engineer Office. Click Marker before you leave.

1.20

The floorplan state area of JCT Test Cell should be the control Room. They will share Phase 1 and Phase 6 ground floor with JCS when rigging and derigging engine. Please click the last Marker.

1.21

Gate 1 should be completed within the first 3 months of employment. Gate 2 should be completed within the first 6 months of employment

1.22

Gate 3 should be completed within the first 3 years of employment

1.23

This is the sustainable Development Policy signed by our Chief Executive officer (CEO) George Edmunds.

1.24

Five S are “Sort”, “Straighten”,” Sweep”,” Standardise”,” Sustain”.

1.25

Five S is to create a nicer & safer place to work, a sense of pride & personal ownership and a foundation for improving productivity and quality, as well as waste elimination.

1.26

Sort

Determine what is required and what is not, in the amount needed and only when needed.

Straighten

Arrange items that are needed so that they are easy to use, labelled and anyone can find them and put them away.

Sweep

Clean and sweep on a regular and frequent basis, so that you need something, it’s there and it works.

1.27

Standardise

Revisit the first three of the 5S’s on a regular and frequent basis and consolidate with standard procedures.

Sustain

To sustain and improve 5S activities through policy.

1.28

There are examples of before and after 5S

1.29

HAESL Production System (HPS)

1.30

Rolls Royce Global Facilities have implemented Rolls Royce Production System (RRPS), such as Rolls Royce Singapore Seletar site – Fan Blade new manufacturing facility and New Engine Assembly Line

1.31

HPS consists of 7 key elements

The customer defines value

Flow creation

Respect, challenge and develop people

Standardization

Quality system

Eliminate waste and reduce process variation

Create a culture of continuous improvement

1.32

The objectives of HPS Implementation is to Improve business performance and customer satisfaction,

Speed up operational improvement by focusing on our value streams and reducing waste

and Set well designed standards, executing relentlessly to those standards and of course improving every day.

Some units in Component Repair (CR) and Engine Overhaul have been implemented with HPS.

1.33

Benefits of HPS Implementation

To have a better mechanism/ system to visualize and improve the productivity state in the cell.

Understand ‘status-at-a-glance’ and quickly understand actual performance against set targets.

Enhance staff engagement that HPS gets every team members involved.

Share learning and good practices

Streamline process with upstream

Improvement framework alignment (one system for CoE and Non CoE units)

1.34

You can see Visual Management Board in every section.

1.35

These show what will be included in Visual Management Board, part position, format and update frequencies.

1.36

These also show what will be included in cube, part position, and format. You will know more about these in Safety Improvement (SI) Training Basic Lean Transformation.

1.37

Safety wall of Phase 1 & 4 Ground Floor

1.38

You can get EOH Safety Team

Hazard Control

First Aid

Accident Reporting

Safety Performance

Safety news / H&S Suggestion Campaign from the wall.

1.39

Here are members of G.S.C.C.

1.40

It is the end of this course. You will have a quiz. You will be presented with 4 questions. You are required to answer 80% of the questions correctly to pass the quiz. Upon doing so, the result Page will appear on screen. If you achieve less than 80%, please retake the quiz.

1.41

PLEASE WRITE DOWN YOUR COST CENTRE, STAFF NUMBER, NAME AND YOU CAN START THE QUIZ.