1. **Roles, Responsibilities and Authority of Head - Process Control & Production Planning PID**

**Educational qualification**: Engineering Degree in Metallurgy / with at least 5 years’ experience in Blast Furnace operation.

**Skilled required**: Strong analytical skill, High degree of accuracy in reporting the facts, very good interpersonal skills, efficient data collection skills

**Authority, responsibility**:

* This position is responsible for smooth functioning of the Blast furnace and training all shop floor people on a regular basis covering all technical and safety aspects/ grooming GETs.
* Making dynamic models as per requirement and doing COP calculations.
* To support the technical requirements of blast furnace development by carrying out research & implementation projects related to blast furnace operation.
* Enforcing energy efficient procedures and energy efficient project and energy reduction for production of pig iron.
* Process Monitoring and diagnosis
* Data mining, statistical analysis & business presentation of the unit.
* Production & Raw Material planning
* Supporting Raw material purchase team to purchase the raw material at optimum price
* Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in COP and work within the budget.
* To analyse regular process in formation of various operations and suggest improvement.
* To provide enhanced and customized optimization logics for improving yield and productivity of blast furnace operation

**Expenses controlled**: Nil

**Decision making, error**: He must be able to take decision regarding any monitoring. Issues / cost effective production/ judicious blending of raw material.

**Managerial control**: Managerial control is necessary for this position

**Span of teams**: He must be capable of guiding shift engineers about the grades to be produced immediate communication of corrective action on the outcome of burden.

**External interaction**: Interaction with ISO auditors, 5 S external/internal auditors, AO auditors, six sigma members, Third party customers.

**Key /Major activities & Roles with priority**

1. BMG and OR presentation
2. Burden Preparation and planning for any S/D major or minor
3. Budget preparation
4. Monitoring the overall COP of Pig Iron and sinter and corrective action to be done to maintain the same
5. Complete planning of Raw Material from procurement to consumption
6. Complete planning of grade and production as per the requirement of Dispatch and Marketing team
7. Updating monthly data required for the task force team & downtime annexure of blast furnace 1 & 2.
8. He should inspect the working area for safety hazards and report the same to the shift superintendent, Manager/ HOD Production or get it rectified with the help of proper agency before starting the normal activities.
9. Participate in initial and subsequent QEHS, EnMS reviews Implementing OEHS, EnMS management system Ensure adherence to QEHS, EnMS system procedures & Departmental work Instructions.
10. Identifying significant energy consuming sources, monitoring significant energy source, planning energy as per the base line, EnPI, taking objectives, targets and performing those objects as per the plan.
11. Monitoring the SAP data entry in the process production module and checking all reports.
12. Ensuring proper functioning of the process production module and reporting the problems to EDP (HO).
13. Generation of monthly hearth temperature charts, QEHS, EnMS charts such as (Production, Productivity, Operational downtime, skull generation, losses due to skull generation, and losses due to downtime )
14. Updating monthly data required for the task force team & downtime annexure of blast furnace 1 & 2.
15. Checking all safety appliances and proper use.
16. Up- dating all QEHS, EnMS records of the production department.
17. Identifying significant energy consuming sources, monitoring significant energy source, planning energy as per the base line, EnPI, taking objects, targets and performing those objects as per the plan.
18. Finding out the alternatives & resource saving options to reduce energy consumption.
19. Monitoring of existing equipment’s for energy consumptions.
20. Condition monitoring of refractory by taking shell temperature readings of Hot Blast main, stoves etc. & recording the data & forwarding for compilation with recommendations if any.
21. He should inspect the working area for safety hazards and report the same to the shift superintendent, Manager/ GM Production or get it rectified with the help of proper agency before starting the normal activities.
22. Implementation of AO
23. Monitoring & optimizing COPQ to achieve the yearly target
24. Preparing & periodic review of PFMEA, Critical to Process (CTP) & Critical to quality (CTQ) parameters
25. Work towards achieving FIP targets
26. Reporting of unsafe condition /acts/near miss.
27. **Roles, Responsibilities and Authority of Sr. Engg /Assoc. Manager - GENERAL SHIFT –SAP & Automation/Inventory**

**Educational qualification:** Diploma / Degree in engineering with 5 years’ experience in SAP & digital project implementation.

**Skilled required:** Strong analytical skill, High degree of accuracy in reporting the facts, very good interpersonal communication skills.

**Authority, responsibility:** He is responsible for the monitoring of all production related SAP transactions of all 3 Furnaces, Checking and rectification of errors in report, circulating reports, general housekeeping of the production area & relieving Inventory Officer.

**Expenses controlled**: Nil.

**Decision making, error margins &critically**: He must be able to take decision without any error in maintaining accuracy in SAP data.

**Managerial control:** Supervisory & analytical skills are very much necessary for tracing errors in SAP transactions.

**Span of team**: Reporting Staff.

**External interaction** : Third party services

**Key /Major activities & Roles with priority**

1. Daily reconciliation of all production related SAP transactions of all 3 Furnaces.

2. Correction of manual or system errors within 2 days to avoid any backdated entries.

3. Creating new SAP tcodes or amending existing as per the business requirement.

4. Supporting implementation of automation projects like MES, ITMS etc.

5. Core team member for implementation of SAP HANA for PIG Iron production department.

6. Making of Purchase Requisitions, Material inspection, Material Requisition in SAP.

7. Monthly closing of PID production with accuracy and within time frame.

8. Documentation of water treatment report, GCS dust sampling report

9. Relieving reporting staff in emergencies.

10. Maintaining 5S at allocated zone and also overall documentation

11. Maintaining Asset Optimization related to PID1 Production

12. Maintaining IMS documentations

13. Monitoring & control of heap clearance variations by follow up with instrumentation & Raw material.

14. Inspection of RMHS site for safety hazards and reporting the same for quick action.

15. Discuss/ explain the safety hazards to housekeeping workmen before starting the jobs.

16. Preparation of monthly MIS such as BMG slides, Fe balancing, off grade report etc.

17. Retrieving of SAP data in different formats as per requirements.

18. Shifting of production scrap to stores.

19. Closing of safety hazards assigned by Head PID1 operations.

1. **Roles, Responsibilities and Authority of GENERAL SHIFT –** **Officer - Reporting BF I & II**

**Educational qualification**: Engineering Degree /Graduate with 1 year experience in Blast Furnace operation.

**Skilled required**: Strong analytical skill, High degree of accuracy in reporting the facts, very good interpersonal skills.

Authority, responsibility: This position is responsible for preparing production reports, Maintaining SAP data.

Expenses controlled: Nil

Decision making, error: Zero error in reporting

Managerial control: Managerial control is not important for this position.

Span of teams: Persons reporting nil.

External interaction: Less

Key /Major activities & Roles with priority

1. Making Daily Production Reports, updating all data, verify the report figures and circulating to higher authorities.
2. Updating and declaring Daily Production reports in SAP.
3. Checking irregularities in log sheet.
4. Updating ISO Documentation and SOPs timely.
5. Implementation of 5S in the working area.
6. Implementation and maintaining AO documents.
7. Preparing & circulation of daily score card
8. Daily tracking of Cp, Cpk for process parameter
9. IMS documentation such as Audits, Environmental parameter reports to be updated monthly.

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| **Prepared By:**  Control Room In charge | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head – Operations PID1 |
| **Signature:** | **Signature:** | **Signature:** |
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