



MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	Branch Mechanic: On The Job Training Program	Ref. No.
DEPARTMENT :	Human Resources Department	HRD-16-03-0119
TO :	Branch Mechanic, Branch Manager, Area Manager, Regional Manager	

OBJECTIVE:



1. To provide guidelines on deployment of Branch Mechanic On-The-Job Trainee (OJT).
2. To ensure that standard procedures of the OJT Program shall be strictly implemented

POLICY:

1. Trainee-Trainer Relationship
 - 1.1 As agreed and stipulated in the Memorandum of Agreement, the company's obligation is to provide training opportunity to the student:
 - 1.1.1 The company will not be liable to provide any employment benefits since it is only on a trainee-trainer relationship.
 - 1.1.2 Branch Mechanic OJT is required to report on the assigned Training Branch and shall strictly observe the company's policies and procedures.
2. Liabilities
 - 2.1 Standard safety procedures must strictly be observed.
 - 2.2 The company will not be held liable to any accident, injury, disability or any legal claims that may be incurred during the training period.
 - 2.3 Branch Manager and Branch Mechanic shall be held liable in service damages that caused by the OJT.
 - 2.3.1 50/50 sharing will be charged to BM and Mechanic for the damage incurred.
3. Responsibilities:
 - 3.1 Branch Mechanic OJT
 - 3.1.1 Shall strictly observe company policies and must complete the required training hours.
 - 3.1.2 Learn and observe the basic periodic maintenance and basic servicing such as Change Oil, Tune Up.
 - 3.1.2.1 Actual Change Oil and Tune Up must be closely supervised and carefully checked by the Branch Mechanic.
 - 3.1.2.2 "No Branch Mechanic to supervise, No Hands On Policy" shall apply.
 - 3.1.2.3 Field work is strictly not allowed.



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- 3.1.3 Minor or Major Engine repair is not allowed even with the supervision of Branch Mechanic. He is only allowed to observe, while the branch mechanic is performing the servicing procedure.
- 3.1.4 Assist the Branch Mechanic in cleanliness and maintenance of service area and tool.
- 3.1.5 Assist the Branch Mechanic in organizing/monitoring Job Orders.
- 3.1.6 Provide report and assessment of the Training Program based on:
 - 3.1.6.1 Observation of the Program
 - 3.1.6.2 Experience during the Training
 - 3.1.6.3 Recommendation on how to improve the training
 - 3.1.6.4 Assessment of the Branch Mechanic-Trainer
- 3.2 Branch Mechanic
 - 3.2.1 Orient the OJT on the following:
 - 3.2.1.1 Pre Delivery Inspection
 - 3.2.1.2 Periodic Maintenance
 - 3.2.1.3 Warranty Procedures
 - 3.2.1.4 Basic Change Oil, Tune Up
 - 3.2.2 Conduct actual presentation and let the OJT observe procedures on periodic maintenance and servicing.
 - 3.2.3 Assist and observe the OJT in performing the basic periodic maintenance servicing.
 - 3.2.4 Thoroughly check the output of maintenance done by OJT and ensure that procedures are strictly observed.
- 3.3 Branch Manager
 - 3.3.1 Oversee the Training Program and provide assessment of the OJT.
 - 3.3.2 Ensure that the OJT will observe the company's policies and procedures.
 - 3.3.3 Ensure safety of the OJT at all times.
- 4. Confidentiality and Non-Disclosure
 - 4.1 That the Branch Mechanic OJT agree and shall strictly observe the policies stated in the Confidentiality and Non-Disclosure Agreement.

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PROCEDURES:

1. Branch Mechanic OJT
 - 1.1 Report to the assigned branch as scheduled by HRD.
 - 1.2 Observe and take note of Company Policies and Procedures.
 - 1.3 Learn the basic servicing procedures which includes:
 - 1.3.1 Pre Delivery Inspection
 - 1.3.2 Periodic Maintenance
 - 1.3.3 Job Order Procedure
 - 1.3.4 Periodic Maintenance Servicing (Change Oil, Tune up)
 - 1.3.5 Warranty Procedures
 - 1.4 Apply procedures on Change Oil and Tune Up with direct supervision of Branch Mechanic and approval of Branch Manager.
 - 1.5 Assess the learning program and provide a narrative report on the learning gained during the training period.
2. Branch Mechanic
 - 2.1 Discuss and present servicing procedures which includes:
 - 2.1.1 Pre Delivery Inspection
 - 2.1.2 Periodic Maintenance
 - 2.1.3 Job Order Procedure
 - 2.1.4 Periodic Maintenance Servicing (Change Oil, Tune up)
 - 2.1.5 Warranty Procedures
 - 2.2 Monitor and assist the OJT during change oil and tune up.
 - 2.3 Check on the service conducted by the OJT and ensure quality of service during the application of the theory.
 - 2.3.1 Note that OJT is not allowed to participate on any engine repairs. But he can observe the procedure.
3. Branch Manager
 - 3.1 Ensure that the OJT will be properly guided in his Training
 - 3.2 Monitor attendance and sign on the OJT's Attendance Sheet.
 - 3.3 Provide copy of attendance sheet to HR Timekeeping
 - 3.4 Ensure safety of OJT at all times.
 - 3.4.1 Do not allow OJT to perform other task not related to servicing.
 - 3.4.2 Field work is strictly prohibited.

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