

Position: Officer, (Processing Section - Paint Blocks) – Diploma Chemical/Diploma Mechanical

General Objective -

Based on production plans received, planning and scheduling each production batch, and assisting Officers in follow-up for arranging, channelling resources and coordinating with various departments to ensure smooth flow of production. To monitor and control Asset Utilization, Manpower Efficiencies and Model Efficiencies.

Job Descriptions

- a) Attendance marking of operators in shift beginning.
- b) Conduct Tool Box Talk with the shift operators and contract workmen to ensure safety in the section.
- c) Deploy Operators In Every Shift And Ensure Batch Charging/processing As Per Planning Schedule.
- d) Ensure Adherence to Formulation Sheet With Respect To Process Instructions and RM Additions
- e) Ensure All In-process Checks Are Carried As Per Formulation Guidelines
- f) Carry out required transactions And Process Records In SAP
- g) Fill Up The Shift Report At The End Of The Shift And Update Efficiency Records For All The Operators In The Shift
- h) No Batch To Be Forwarded Without Sap Entry And Batch Cards To Be Checked Before Sending To QA
- i) Carry out Stock Reconciliations / Cycle Counting on the Shop Floor for Assigned RMs
- j) Send Daily Reports Of Tank Stocks, Soft Water Reco, EDS-%NVM Report, KDPR, etc.
- k) Capture All OAE / MCT Related Delays In Log sheet. Calculate Mixer Cycle Time And Ensure Submission Of OAE Report On Daily Basis. Carryout Trend Analysis and Initiate Actions To Reduce MCTs.
- l) Ensure compliance to TPM Initiative In Section. Calculate OEE On Regular Basis And Update Charts. ensure Regular Meetings Are Held.
- m) Complete 1 Improvement Project + 1 Kaizen by Self
- n) Checking Cando Slips And Proceeding Action
- o) Capture All equipment Breakdowns In SAP
- p) Identify Improvements Through Suggestion Scheme and Carryout Necessary Implementation.
- q) Ensure Machine Availability For Preventive Maintenance / Calibration. Track Compliance.
- r) Update Environmental And Quality Records Regularly.

- u) Display CC Data / Charts On Shopfloor And Ensure Communication To All Operators
- v) Ensure implementation 100 % Waste Minimization schemes (EPWW, Waste/Wash/White MTO reuse as per Waste Minimization Schemes. Capture the data for the same also.
- w) Take Daily Sectional Round.
- x) Compile Daily Quality & Operational Issues And Initiate Actions
- y) Collate Data For Assigned Parameters / Initiatives To Prepare Monthly Section Reviews And Performance Incentive Status
- z) Completion of Self RCA Project
- aa) Regularly Update SPC Chart For Assigned Characteristics
- bb) Report To Sr. Officer On Progress Of The Plan/production details And Other Issues Within The Section.
- cc) Ensure compliance Of Work Instructions / SOP's. Monitor & Control PPE Usage In Section. Carry out Monthly PPE Audits. Ensure Min. 95% Compliance.
- dd) Plan for next shift.(manpower, machine, batches, etc.).
- ee) Plan for availability of consumables; raise Requisition for Consumables from Stores Monitor the Stocks Levels in Section
- gg) Ensure proper shopfloor and machine/equipment hygiene.
- hh) Carry out WIP activities when ever told by superiors