

<b>Role Name</b>		<b>Process Head</b>	
<b>Role Description</b>		<b>Workshop Management which includes Drawing study,Schedulling,Fabrication as per drawing, Controlling workshop manpower and providing them training.</b>	
<b>Role purpose</b>		<b>Fabrication &amp; Assy. of Machine/components as per schedule.</b>	
<b>Document created by</b>		<b>Shalinder Kumar</b>	
<b>Responsibilities Heads</b>		<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>
<b>ComponentManufacturing /Assy.</b>	To study the drawing/component specifications and suggest if any changes required as per feasibility study.		Dimensionally correct parts
	Workshop Machine and Resource Planning		1. Periodical maintenance of workshop machine. 2. Timely completion of project
	Getting the parts manufactured in the workshop with the coordination of workforce		Components manufactured as per Assy. Requirement
	Debugging and Technical Support in Workshop		Part/Assembly as per drawing
	Keeping track of raw material/Components required for components to be manufactured		Material Shortage if any can be sorted and component will be manufactured/assembled with in schedule
<b>Cost Optimisation</b>	Reduction in store inventory		Cost Reduction
	Inhouse Fabrication of some Hardware Parts as well as Utilisation of Items from Existing Stocks.		Cost Reduction
<b>Manpower Development</b>	Proper guidelines for manufacturing/Assy.of the components.		Material manufactured/assembled as per drawing.
	Internal workshop Training		Skill Development
<b>Safety/ 5 S</b>	Safety guidelines to manpower and monitoring safety requirements in workshop		Less accidents/Less Damage/Less Loss
	Maintaining and taking measures for maintaining 5S		Proper working Conditions
<b>REQUIREMENTS</b>			
<b>Knowled ge</b>	<b>Drawing Study,Manufacturing Processes.</b>	<b>Experience *(Number of years)</b>	<b>6 ~ 10 yrs.</b>
<b>Skills</b>	<b>Drawing Study,Assy knowledge,Manpower Control</b>	<b>Qualification</b>	<b>Diploma</b>
<b>Internal</b>		<b>Customers</b>	<b>Other External parties/Vendors</b>
All Departments in AIS		AIS Auto, Float, Arch. SBU's / AGC	