



Role Name	Process Engineer- Encapsulation		
Role Description	To Manage Process of Encapsulation and other Sub-Assembly Process		
Role purpose	To ensure smooth process operations and achieve the results		
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Responsibilities	KRA (Key Result Areas)		KPI (Key Performance Indicators)
Head			
SAFETY	<ul style="list-style-type: none"> a) Ensuring safe operating practices are deployed as per SOPs and compliance to QMS systems in own area of operation & To ensure safe & accident free workplace in respective process. b) To ensure timely completion of all the countermeasures for safety. c) To make all machine danger free(Danger predictor(KY) d) To provide awareness among employee for safety on shop floor. 	<ul style="list-style-type: none"> a) No. of Reportable/Recordable & Manday loss injuries in process b) Safety audit Kaizens & TPM Fugual's Identification & Rectification list c) Risk-assessment of the machine d) No. of Near-miss reporting. 	
QUALITY	<ul style="list-style-type: none"> a) To work Pro-actively for reducing generation of defects. b) To work Pro-actively for Flow-out of defects in Next process c) To ensure proper adherence with quality standards as per the customer requirement d) To impart training to all operators for problem solving approach e) Adherence of TQM system f) Reduction on PPM 	<ul style="list-style-type: none"> a) To achieve Process Yield Target b) Next process claim % c) No. of QACR Generated in process d) No. of Quality circles working to improve quality. e)TQM Folder updation f) Product audit score% 	
PRODUCTIVITY	<ul style="list-style-type: none"> a)To Run the machine at defined Cycle time. b) To increase machine availability rate c) To eliminate Rework generation in process d) Trouble shooting and failure analysis through systematic approaching using analytical tools and techniques 	<ul style="list-style-type: none"> a) Average production / shift b) Available time usage ratio c) Rework %age d) Deep analysis and PDCA Examples 	
COST REDUCTION	<ul style="list-style-type: none"> a) To improve the life of all the key consumables. b) To Ensure timely and successful trial with alternate sources 	<ul style="list-style-type: none"> a) KPI Data b) Localisation of consumables items 	
MANPOWER DEVELOPMENT	<ul style="list-style-type: none"> a) Education & Training to be given to all the operators about the machines,systems and modern concept of TPM,KAIZEN,5S & Safety b) On job training to be given to operators related to working on the machine c) To promote 100% involvement of employees in Quality Circle 	<ul style="list-style-type: none"> a) Skill Matrix upgradation b) Operator Observance Audit sheet c) No. of sugesstions and No. of quality circles 	
SYSTEMS AUDIT	<ul style="list-style-type: none"> a) To develop innovative ideas to improve the process in all the aspects b) To ensure all the process parameter are running within the standard value. c) To ensure updation of all the Control charts on daily basis d) To certified the operators / inspector e) To maintain the 5S level on Shop floor and TPM Activity 	<ul style="list-style-type: none"> a) Process-precision Study b) Process Audit of the machine as per PQCT. c) Control charts display board d) List of certified Operators/ Inspectors e) 5S & Safety Audit. <ul style="list-style-type: none"> ---Office TPM activity board -----Initial Control Pillar -----Quality Maintenance 	
SHOP FLOOR CONTROL	<ul style="list-style-type: none"> a) To Ensure all the operations are carried out by operators as per the system and Job standards. b) To communicate daily issues of shop floor with all the operators. c) To interact with Maintenance / Quality sections to resolves dailly Gaps in Plan vs actual d) Rejection analysis e) Execution of Monthly Improvement plan f) Improve 5 s level on shop floor 	<ul style="list-style-type: none"> a) Non-conformity Report b) Daily Tool box meeting c) Daily CFT Meeting d) Red-bin analysis e) Monthly improvement plan meeting f) Monthly 5S-Audit Score 	
REQUIREMENTS			
Knowledge	<ul style="list-style-type: none"> 1]Good Technical knowledge about Machines and Glass processing,Injection Molding(Encapsulation) Process 2] Knowledge of Quality standards, systems and procedures of TQM / TPM / TS 16949 and ISO-14001. 	Experience (Number of years)	2-5 YEARS
Skills	Technical skills, Good communication & presentation skill,Leadership skill	Qualification	B.E/B.TECH in Mechanical / Industrial & Production engineering
INTERACTION			
Internal	Customers	Other External parties/Vendors	
Production Planning, Mechanical & Electrical maintenance,Quality department,New model development,Projects,R&D,HR & Admin.	OE and Spare Market	All vendors who are supplying us Key Consumables items and child parts	