



Role Name	Process Engineer	
Role purpose	To ensure the proper production of glass	
Reporting to	Department Head Production	
Document created by	Department Head	
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Productivity	Manpower allocation as per schedule on each machine.	Run process as per plan without stopping any machine
	Plan vs. actual APS	Check hourly plan vs. actual on each machine
	Meet job change target in the shift	Job change time
	Meet adjustment target in the shift	Adjustment time.
Quality	Control abnormal rejection in respective shift	Customer wise PPM target
	Implementation of all countermeasures for claims	Sequencing rejection target
	Ensure inspection method	Achieve Product audit result>99%
	Next process claim at each process.	To reduce the flow out of defect to customer.
Cost	Improve & controlling yield of worst models	To improve overall KPI's in quality, productivity etc.
	Control wastage of regular consumables in the shift	Meet model wise consumption target for cost/ M2
	Control rework generation	Reduce rework generation on all furnaces
Safety	Ensure working with all kind of safety wears on each work station.	Control restricted, recordable and man-days loss injury.
	Near miss reporting from floor to make it more safe	Implementation of near miss reporting
	Safety training to shop floor team	Implementation of KY reporting
New model development	To develop new models as per plan on time	To meet planned quality, quantity and on time schedule planned by PPC
System	Implement job procedures on all lines	To meet all system requirements
	Communication & decision making in case of any abnormality in the plant in	Maintain quality standards
	Update supervisor check sheet	Ensure regular & special check in the shift
	Score >70 in 5s audit and maintaining the level on floor	To keep the floor in neat condition
	Suggestion collecting from floor and implementation which are in capacity of	To improve participation of operator in improvement activities
Man power development	Completion of QC activity on each process	To improve analysis approach
	On job training to new joinees in respective shift	To ensure working as per system.
	Operator observance	To improve operator's working method on floor.
Shop floor controlling	Conducting meeting with operator (Tool box meeting)	To improve and motivate operators
	Manpower allocation and arrange overtime in advance.	To improve and meet daily work management.
	Conducting TPM activities on each machine as per schedule	To involve all operators and reduce time losses on post process.
	Singh FG pallet cards	Ensure actual identification of product
Write down complete shift report and handover shift with proper information		
REQUIREMENTS		
Knowledge		Experience (Number of years) 1-3 yrs
Skills	Data interpretation and analysis, shift handling, shop floor 5s, communication, leadership, cycle time, line balancing, quality circle.	Qualification BE/B-Tech-Mechanical/Production
INTERACTION		
Internal	Customers	Other External parties/Vendors
Almost all departments.	PPC, Quality, Production	Raw Material Suppliers; transport agency

Authority:

To take decision to allocate (considering allocation loss) the Raw Material and stock transfer the raw material to different auto units as per requirement.

To reallocate material storage facilities and handling equipment.

Allocate manpower as per requirement.