



Job Analysis Sheet

Position Title	: Shift Leader- Final Inspection
Department	: Quality
Reporting Manager	: Team Leader- Final Inspection
Qualifications	: Graduate/ Diploma in Mech. Engg
Experience:	: Min 5-6 years
Location	: Plant

1. Position Summary

Delivery of quality product at right time in right numbers

2. Principal Accountabilities

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2.1. Quality Control <ol style="list-style-type: none"> a. Conduct shift manpower plan and allocate resources based on the delivery plan b. Generate the PDI report c. Regular monitoring and analysis of rejection d. Devise countermeasures for product non- conformance, communicate the same to sub-ordinates and review for further monitoring e. Maintain data and documents related to lot performance f. Ensure follow of Hiejunka system g. Motivate the team for continuous improvement activities like Kaizen 	50
2.2. Quality Assurance <ol style="list-style-type: none"> a. Periodic review of gauge and instrument status b. Plan and ensure proper flow of material c. Planning for dispatch meet up d. Escalate issues to management which are beyond control e. Make and maintain the skill improvement plan for his shift associates 	50

3. Critical Challenges

Zero defect flow out from final inspection to the customer

4. Unique Knowledge & Skills

- a. Knowledge of standards and machining methodology
- b. Analytical skills
- c. Communication skills
- d. Leadership skills
- e. Interpersonal skills

Hi-tech SUCCESS FACTORS

- Values
- Managing purpose and vision

5. Interface

Internal

- Team Leader- Final Inspection
- Leader Quality
- Plant Function Heads

External

- Customers

6. Problem Solving & Decision Making

Delivery of quality material to the customer, using problem-solving tools in case of non-conformance, generate optimum solutions and implement them