THE ROLE OF TEAM MEMBER (NCH/NVH)

I) SAFETY: PROVIDE SAFE WORK ENVIRONMENT FOR ANYONE ENTERING THE TEAM

AREAS OF RESPONSIBILITY:

A. GENERAL:
1. Ensure that you follow your standardised work
2. Get to know all safety procedures (applicable in the team)
3. Take the initiative to identify all potential safety hazards
4. Follow all safety procedures at all times
5. Wear personal protective equipment in the prescribed manner
6. Contribute to safety inspections

B. TRAINING:
1. Attend safety talks and in safety related meetings
2. Participate in safety training

C. EQUIPMENT:
1. Check daily and inform the appropriate person if equipment and machines are not in a safe working condition
2. Notify the team leader of any out of standard condition

D. ERGONOMICS:
1. Follow standardised work including using manual assist devices
2. Notify the supervisor of any unsafe conditions
3. Know the basic concept of ergonomics related to your work station

E. INCIDENT REPORTING AND INVESTIGATION:
1. Immediately notify the team leader when an incident occurs
2. Immediately report to the medical department for treatment
3. Assist the supervisor in completing the incident report
4. Take an active part in determining the root cause and suggest 5 why countermeasures

F. NEAR MISSES:
1. Report near misses to the team leader

G. SAFETY SIGNS:
1. Adhere to all instructions on posted safety signs
H. HAZARDOUS MATERIALS:

1. Use, handle, store and clean up Hazardous Materials according to the defined procedures
2. Wear the required clothing and personal protective equipment when handling hazardous materials

I. EVACUATION PLAN: Make sure that team members know what to do in case of evacuation.

1. Follow procedures as outlined in the evacuation plan

J. WORKPLACE ORGANISATION:

1. Keep all tools, materials, equipment and other items in their proper place
2. Work to the 5S process (Sift, Sort, Sweep, Standardise & Sustain)
3. Maintain a clean and safe workplace with no rubbish or parts dropped on the floor
4. At the appropriate time pick up any rubbish or parts that have been dropped on the floor
II) PEOPLE: PROVIDE ENVIRONMENT WHICH STIMULATES TEAM MEMBERS INVOLVEMENT AND PERSONAL GROWTH

AREAS OF RESPONSIBILITY:

A. MAINTAIN COMMUNICATIONS:
   1. Keep team leader informed on problems or concerns
   2. Communicate information to other team members (feedback on quality, safety, etc.)
   3. Understand how Business Plan Deployment is cascaded throughout the organisation
   4. Understand the link of Cultural Elements with BPD
   5. Review & understand the team board information

B. CONTINUOUS IMPROVEMENT:
   1. Suggest ideas for improvement proposals using the voluntary plant suggestion scheme
   2. Participate in CIP activities when required (CIP workshops, GoFast etc.)

C. TRAINING:
   1. Master all jobs within capability as written on the flexibility charts
   2. Assist in training jobs to other team members as required
   3. Participate in all required training (i.e. safety, GM GMS etc.)

D. ATTENDANCE:
   1. Cover absenteeism whenever needed in team, area, unit or plant within your classification
   2. Maintain awareness of attendance in line with plant targets

E. TEAM MEETINGS:
   1. Attend and contribute to team and group meetings

F. JOB ROTATION:
   1. Maximise flexibility by learning all jobs of the team within established medical capabilities
   2. Rotate between jobs as per flexibility chart within established medical capabilities
III) QUALITY: DO NOT LET DEFECTS PASS TO THE NEXT PROCESS

AREAS OF RESPONSIBILITY:

A. QUALITY STANDARDS OF THE TEAM:
   1. Follow all quality standards as trained
   2. Do not accept, build or ship a defect

B. QUALITY CONTROL OPERATIONS SHEET IMPLEMENTATION (QCOS):
   1. Ensure understanding of QCOS as trained
   2. Follow QCOS procedures in daily job

C. STANDARDISED WORK
   1. Follow your standardised work as trained by the team leader

JOB ELEMENT SHEETS (JES):
   1. Understand the Job Element Sheets which apply to his/her team as trained by the team leader

STANDARD OPERATION SHEETS (SOS):
   1. Follow the work sequence as outline on the posted Standard Operation Sheet

D. JOB INSTRUCTION TRAINING (JIT):
   1. Carry out job instruction training with a team leader for operations within the team and for changed processes
   2. Follow the job instruction training methods
   3. Ensure team members can explain how, what & why they are doing to complete the job.

E. INITIATE ANDON AS APPROPRIATE:
   1. Activate the Andon when a quality concern arises and cannot immediately be corrected by the team member. Notify the team leader of the problem.

F. PROBLEM SOLVING:
   1. If you recognise an "out of standard" condition inform your team leader
   2. Contribute to the practical problem solving process by helping to identify the root cause and implementing countermeasures on the problem solving report
IV) RESPONSIVENESS: RESPOND TO WORK ENVIRONMENT TO MEET PRODUCTION SCHEDULE

AREAS OF RESPONSIBILITY:

A. ABSENTEEISM

1. Perform the role of team member in any team within the job classification if the manpower situation requires this

B. EQUIPMENT CHECKS:

1. Perform required shift start-up equipment and tooling checks
2. Perform periodical checks during shift as required
3. Report any abnormalities to the team leader
4. Keep track of checks if appropriate

C. MATERIALS:

1. Follow the rules of the Kanban system
2. Familiarise yourself with part numbers used by the team
3. Make sure that all floor rack labels are clear and up-to-date (if applicable)
4. Inform the team leader when part inventory is at an abnormal level
5. Don't overproduce or exceed the maximum sub assembly buffer levels

F. IDENTIFY BOTTLENECKS - PROBLEM SOLVING:

1. Inform the team leader about any abnormalities or potential problems/bottlenecks that could hinder production flow
IV) COST: CONTINUOUSLY LOOK FOR WASTE AND ELIMINATE IT

AREAS OF RESPONSIBILITY:

1. Identify ways to eliminate waste in the areas of quality, scrap, uptime, stock reduction, energy, safety, equipment, material, space savings, process efficiency, etc.
2. Attend and contribute in C.I.P. activities
3. Maximise value added cycle time on each Process
4. Contribute improvement ideas into the voluntary suggestion scheme
5. When possible pick up parts that are dropped on the floor. Use the parts if they are not damaged.