

Name of Organization: Fantasia Narraw Fabric (Pvt) Ltd.

NC No.: 01 of 02

Section : Management

Team Leader : D. N. S. Koruppumullage

Relevant Standard : ISO 9001:2015

Auditor : W. W. M. S. Fernando.

Relevant Clause : 5.3

Date of audit : 2020-06-04

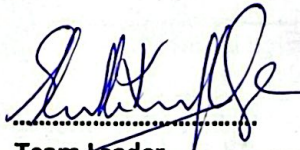
Relevant company document : Job descriptions


Non-conformity detected:

Category: Major/Minor

The requirements stipulated in the clause 5.3 of the standard has not been addressed in the job descriptions of key persons of the organization.
e.g. Job descriptions of Executive - Laboratory & QA


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Auditor


.....
Team leader


.....
Auditee

Correction:


Job descriptions has changed & Sent copy of JD to the certification body.


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Auditee

17/6/2020
.....
Date

Root cause for Non-conformity:

Knowledge has not shared to the relevant staff


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Auditee

17/6/2020
.....
Date




IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
NON-CONFORMITY REPORT

Corrective action:

Date of completion:

The JD of executive - laboratory & QA has been documented.


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18/06/2020
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Auditee

Date

Verification of corrective action:

NC Closed/ Open

corrective action is closed


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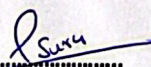
2020-06-20
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Auditor

Date

Effectiveness of corrective action:

corrective action is effective


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2020-05-20
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Auditor

Date



JOB DESCRIPTION

Job Title : Manager - Maintenance Engineering
Department/Division : Maintenance
Job Holder : W.G.G.Peries
Reports to : General Manager

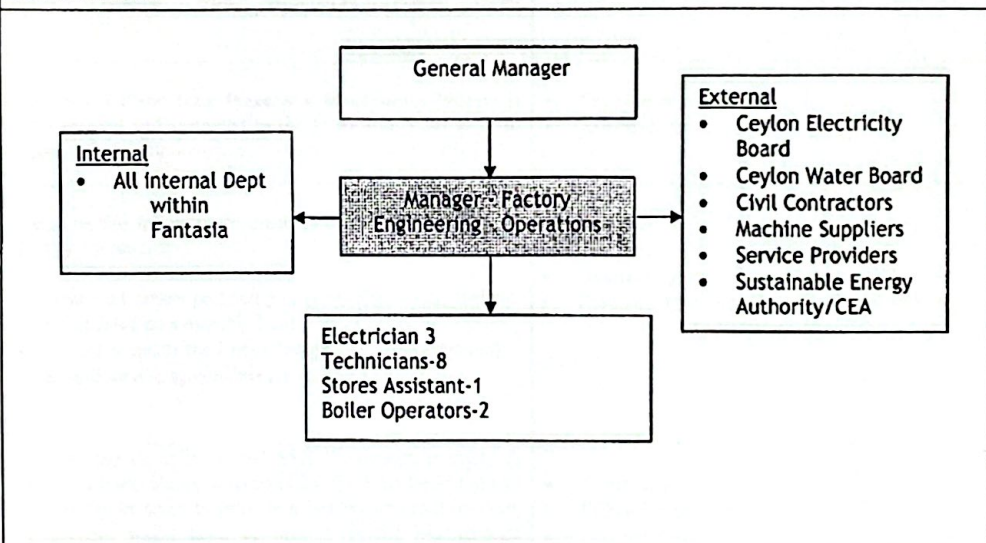
PURPOSE

To ensure the smooth functioning and maintenance of mechanical and electrical systems/ equipment in order to provide an uninterrupted service to facilitate the operations of the factory

DIMENSIONS

FINANCIAL	PEOPLE	OTHERS
Factory maintenance budget Factory equipment budget Machine maintenance budget Utility budget Spare parts machines budget	Executive – Staff – Team Member-	Air conditioners, Compressors, Generator


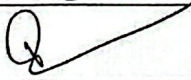

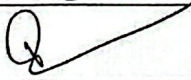

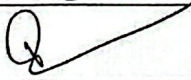
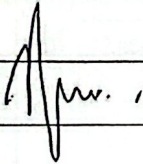
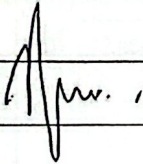
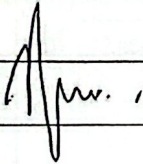
ORGANIGRAM



KEY ACCOUNTABILITIES	PERFORMANCE MEASURES
<p>Plan for new installations/ modifications and oversee all maintenance activities in areas such as air conditioning, boilers, generators, air compressors etc. whilst, ensuring effective allocation of resources in order to ensure that work is carried out as per requirements</p>	<ul style="list-style-type: none"> • Timely completion of work schedule • Accuracy • Customer feedback
<p>Oversee & Coordinate with suppliers to obtain quotations for maintenance/ renovation projects and forward information to Manager and General Manager in order to ensure selection of the most desirable supplier so as to meet requirements such as cost and delivery</p>	<ul style="list-style-type: none"> • Adherence to supplier selection rules • Supplier performance • Accuracy • Feedback from relevant parties
<p>Overlook factory constructions/ expansions as and when requested, Coordinate with contractors, supervise workmanship whilst, ensuring timely completion of constructions/ expansions and follow up on payments for contractors in order to ensure organizational expectations are effectively met</p>	<ul style="list-style-type: none"> • Timely settlement of payments • Timely completion of projects • Workmanship • Feedback from relevant parties
<p>Plan & Ensure adherence to energy saving initiatives such as the following in order to reduce waste and conserve energy:</p> <ul style="list-style-type: none"> • Skylight installation • New AC system installation • Capacitor bank installation (Power factor correction) 	<ul style="list-style-type: none"> • Adherence to energy saving measures • Effectiveness • Number of initiatives
<p>Overlook that the Total Preventive Maintenance Process is implemented and sustained in the factory in order to fulfil organizational requirements</p>	<ul style="list-style-type: none"> • Timeliness • Effectiveness
<p>Overlook the following in order to ensure effectiveness of factory operations:</p> <ul style="list-style-type: none"> • Ensure all details pertaining to electricity, water, fuel etc. are updated on a monthly basis • Ensure to update the EMS (Energy Monitoring System) • Ensure service agreements are renewed yearly 	<ul style="list-style-type: none"> • Accuracy • Timeliness • Availability • Feedback from suppliers/ Service providers
<p>Oversee the Compliance and ESH (Environment safety & health) whilst, taking responsibility for Fire Prevention of the factory in order to provide a healthy and safe working atmosphere whilst also, performing as the Management Representative for the ESH system in the plant</p>	<ul style="list-style-type: none"> • Timeliness • Effectiveness • Zero accidents • Feedback from relevant parties

<p>Check the Bill of Quantities and AutoCAD drawings prepared for expansions/ modifications in the electrical and AC related areas to ensure the effective functioning of same</p>	<ul style="list-style-type: none"> • Accuracy of reports • Reports kept upto date reports • Timeliness
<p>Ensure the following activities are performed in order to facilitate operations:</p> <ul style="list-style-type: none"> • Refer the production plan, discuss with the department heads and identify/ finalise the machine requirement, availability of machinery prior to the commencement of production operations • Identify new suppliers and negotiate better terms/ deals and select the most desirable supplier together with General Manager • Follow up on supplier performance in order to ensure that customer requirements are met in terms of quality, quantity, cost and delivery 	<ul style="list-style-type: none"> • Timeliness • Cost effectiveness • Availability of machinery • Quality of service provided • Level of industrial knowledge
<p>Overlook requests made by Fantasia with regard to machine requirements and provide technical support for machinery, machine lay out, machine set up, machine purchases etc. in order to facilitate production operations</p>	<ul style="list-style-type: none"> • Accuracy • Timeliness • Quality of service • Feedback from relevant parties
<p>Conduct the daily meeting in order to plan/ schedule work for the day by considering the effective use/ allocation of resources and meet priorities/ requirements whilst, following up on the timely completion of same</p>	<ul style="list-style-type: none"> • Timeliness • Effective resource allocation • Feasibility of daily plan / work schedule • Customer Feedback
<p>Provide technical feedback with regard to machine maintenance/ break downs, ensure all machines are functioning as per the organizational expectations and ensure timely renewal of service contracts with the service providers whilst, making sure the service card is updated in a timely manner</p>	<ul style="list-style-type: none"> • Timeliness • Effectiveness • Machine downtime • Relevant feedback
<p>Coordinate with machine suppliers to organize training programs on new machinery/ parts etc., in order to provide an efficient/ effective service to production</p>	<ul style="list-style-type: none"> • Timeliness • Level of Coordination • Feedback from suppliers
<p>Perform the following activities in order to ensure effective operations:</p> <ul style="list-style-type: none"> • Check stock levels of spares/ attachments and replenish shortages in order to meet production requirements • Liaise with relevant personnel in order to be aware of new machinery, folders, attachments etc. • Provide technical feedback for new projects as and when the need arises 	<ul style="list-style-type: none"> • Timeliness • Quality of suggestions • Production time lost due to stock-outs • Feedback from relevant parties

<p>Lead, build and establish close relationships with the team, conduct performance evaluations, recommend for training/development, increments, promotions etc. in order to ensure availability of such skills to meet current and future challenges whilst, overseeing the administration function for the team</p>	<ul style="list-style-type: none"> • Accuracy • Timeliness • Team performance • Absenteeism and Turnover
<p>Follow up and take necessary action to ensure the Off-standard hours are minimized through effective use/implementation of engineering related activities</p>	<ul style="list-style-type: none"> • Timeliness • Off standered hours
<p>Review machine breakdown files, coordinate with relevant persons and address any issues in a timely manner as and when the need arises</p>	<ul style="list-style-type: none"> • Accurcy • Timeliness • Level of Coordination
<p>Ensure prior evaluation of health and safety risks associated with machinery, equipment, utilities, tools etc. at the design and purchasing stages providing required technical inputs. Further, ensure adequate safety measures on existing machinery, infrastructure setting while setting up adequate systems and procedures in place. Systems and procedures include adherence to standards in:</p> <ul style="list-style-type: none"> - Maintenance and machinery safety - Electrical safety -Fire and explosion safety - Confined space entry - Hazardous energy control (LOTO) - Fall protection -Contractor safety -Chemical management -Powered motor vehicles - Ergonomics 	<ul style="list-style-type: none"> • Effectiveness • Zero accidents • Feedback from relevant parties •Timeliness
<p>Perform additional duties commensurate with the current role, as and when requested by management</p>	<ul style="list-style-type: none"> • Availability • Quality of service delivered
<p>Actively engaging and involving in the QMS procedures to make sure the ISO9001:2015 standards are maintained.</p>	

Challenges	Measures to overcome								
<ul style="list-style-type: none"> • Environmental challenges • Regular law changes • Inspections & audits 	Always be compliance								
<p>KNOWLEDGE AND SKILLS</p> <p>Degree or Diploma in Mechanical/ Electrical Engineering 3 - 5 years of relevant work experience (Experience in maintenance/ construction will be advantageous) Analytical skills Environment & Compliance and Sustainability knowledge Sound knowledge in health and safety standards and experience in applications of same.</p>									
<p>SPECIAL WORKING CONDITIONS AND ENVIRONMENT</p> <p>General Shift, Factory Environment Required to travel as and when the need arises</p>									
<p>DISCLAIMER: "The duties, responsibilities, and conditions described are not necessarily a comprehensive list. Additional tasks and requirements may be assigned to the employee from time to time, as necessitated by business demands. Given the nature of the business, the company retains the right to modify the essential functions of this position at any time."</p>									
<p>APPROVAL:</p> <table border="1"> <tr> <td data-bbox="344 1205 579 1285">General Manager</td> <td data-bbox="579 1205 815 1285"></td> <td data-bbox="815 1205 1043 1285">Date</td> <td data-bbox="1043 1205 1278 1285">15.06.2020.</td> </tr> <tr> <td data-bbox="344 1285 579 1364">HR Manager</td> <td data-bbox="579 1285 815 1364"></td> <td data-bbox="815 1285 1043 1364">Date</td> <td data-bbox="1043 1285 1278 1364">15-06-20</td> </tr> </table>		General Manager		Date	15.06.2020.	HR Manager		Date	15-06-20
General Manager		Date	15.06.2020.						
HR Manager		Date	15-06-20						
<p>ACKNOWLEDGMENT OF JOB DESCRIPTION: "I have received a copy of the above Job Description and have read and understand its contents."</p> <table border="1"> <tr> <td data-bbox="344 1525 579 1585">Job Holder</td> <td data-bbox="579 1525 815 1585"></td> <td data-bbox="815 1525 1043 1585">Date</td> <td data-bbox="1043 1525 1278 1585">15/06/20</td> </tr> </table>		Job Holder		Date	15/06/20				
Job Holder		Date	15/06/20						



JOB DESCRIPTION

Executive – Fabric and Lab Technology

Job Holder : D.M. N. S. Dissanayake **Reference** : FNF/LAB /E/01
EPF No. : 185
Job Title : Executive – Fabric and Lab Technology
Department/Division : Quality & Packing (Lab)
Reports to : Assistant Manager - Quality & Packing

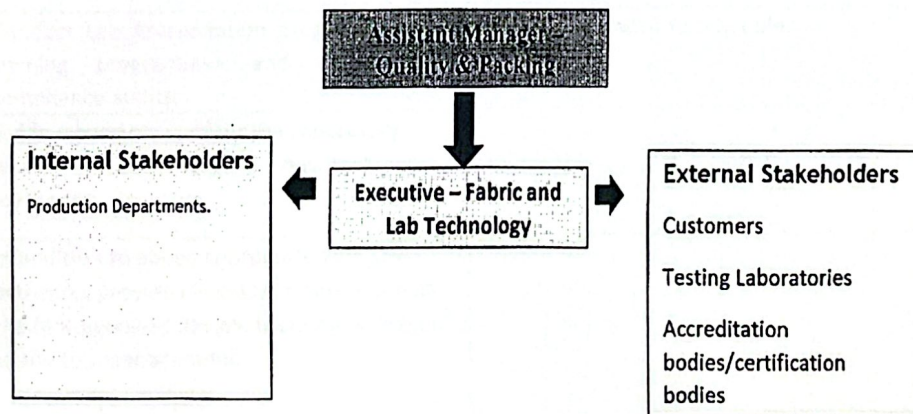
PURPOSE: (A short & accurate statement of why the position exists; 1-2 sentences)

To establish and implement quality assurance/control systems and processes /product compliance to ensure that the product / process quality meets customer specifications / standards.

DIMENSIONS: (Captures the quantitative terms that reflect the nature, extent and scale of tasks)

Financial Dimensions	People Dimensions	Other
manage the overall budget including capex items , consumables, Technical Development , Professional Fees, Repair & Maintenance etc	7 Direct Reports	

ORGANIGRAM



DUTIES AND RESPONSIBILITIES	PERFORMANCE MEASURES
Responsible for entire functions of the Lab	
Ensure all lab equipment are calibrated / serviced as per schedule and thereby facilitate the continuous accurate operation of the equipment standards, health and safety and 6S to maintain a healthy working environment.	<ul style="list-style-type: none"> • Adherence to schedules • Serviceability of equipment
Responsible for all test results (bulk/development/production releases / Lab dip) issues from lab.	<ul style="list-style-type: none"> • Accuracy
Provide Test Reports based on customer requests.	<ul style="list-style-type: none"> • Accuracy
Provide Specifications Sheets and Buyer Technical Details sheets for the approved samples.	<ul style="list-style-type: none"> • Accuracy
Conduct mini- bulk meetings for the very first buyer Technical Details Sheets.	<ul style="list-style-type: none"> • on time completion
Communicate with internal stake holder when a noncompliance is detected during laboratory testing ,highlight quality issues in running bulks through random checking and highlight current bulk trends to ensure proper corrective measures are taken within agreed timelines to minimize recurrence.	
Ensure the company is certified for Oeko-tex & all products manufactured meets the European regulations stated under Oeko-tex 100 standard class 1. Ensure the company is well prepared for the factory audits conducted by Oeko –tex association worldwide.	<ul style="list-style-type: none"> • Adherence to schedules
Conduct Lab Accreditation programmes, Lab training programmes and other buyer compliance audits.	<ul style="list-style-type: none"> • Adherence to schedules
Guide laboratory staff for the Laboratory works, /new procedures and new test methods.	
In addition to above coordinate with QMS activities, provide necessary information to the Management Review Meeting to present to the top management.	

MAJOR CHALLENGES:	
Challenges	Measures to overcome



QUALIFICATIONS & EXPERIENCE:
 BSc/HND
 3-5 Years' experience in similar capacity

SKILLS:
 Interpersonal communication skills, Managerial skills, Negotiation skills,


SPECIAL WORKING CONDITIONS:
 Male dominant, machine intensive factory environment.

DISCLAIMER:
 "The duties, responsibilities, and conditions described are not necessarily a comprehensive list. Additional tasks and requirements may be assigned to the employee from time to time, as necessitated by business demands. Given the nature of the business, the company retains the right to modify the essential functions of this position at any time."

APPROVAL:

Department Manager		Date	15/06/2020
HR Manager		Date	15/06/20

ACKNOWLEDGMENT OF JOB DESCRIPTION:
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Job Holder		Date	15/6/2020
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