

Name of Organization: Fantasia Narrow Fabric (Pvt) Ltd

NC No. : 01 of 03

Section : HR

Team Leader : Mr. D.N.S.Kuruppumullage

Relevant Standard : ISO 9001 : 2015

Auditor : Ms. Buddhika Sajeewani

Relevant Clause : 7.2.c

Date of audit : 2021-05-20

Relevant company document :

Non-conformity detected:

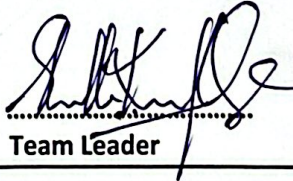
Category : Major/Minor

Determination of necessary competency of person doing work under its control is not effective.

Ex: Requirement of eye capability of comparing colour (Colour blindness) of personnel engaged with colour matching is not included in Job Description



Auditor



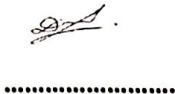
Team Leader



Auditee

Correction:

Adding color matching skill to the JD of relevant people



Auditee

17.08.2021

Date

Root cause for Non-conformity:

JD has not been reviewed & updated.

Doc. No. : QP-18-F-01

Issue No. : 07

Issue Date : 2018-01-02

Reviewed and approved by : Director

Issued by Management Representative

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

*[Signature]*

17.08.2021

.....  
**Auditee**

.....  
**Date**

**Corrective action:**

**Date of completion:**

Adding color matching skill JD has been reviewed & updated

.....  
**Auditee**

*[Signature]*  
.....  
**Date**

**Verification of corrective action:**

**NC Closed/Open**

corrective action is closed

*[Signature]*  
.....  
**Auditor**

~~2021.08.18~~  
.....  
**Date**

**Effectiveness of corrective action:**

corrective action taken is effective

*[Signature]*  
.....  
**Auditor**

*[Signature]*  
.....  
**Date**



## JOB DESCRIPTION

### Group Leader – Dye Production

Job Holder : P.A.S.Wimalarathna      Reference : FNF/DYE/GL/01  
EPF No. : 56  
Job Title : Group Leader – Dye Production  
Department/Division : Dye House  
Reports to : Manager Dye House

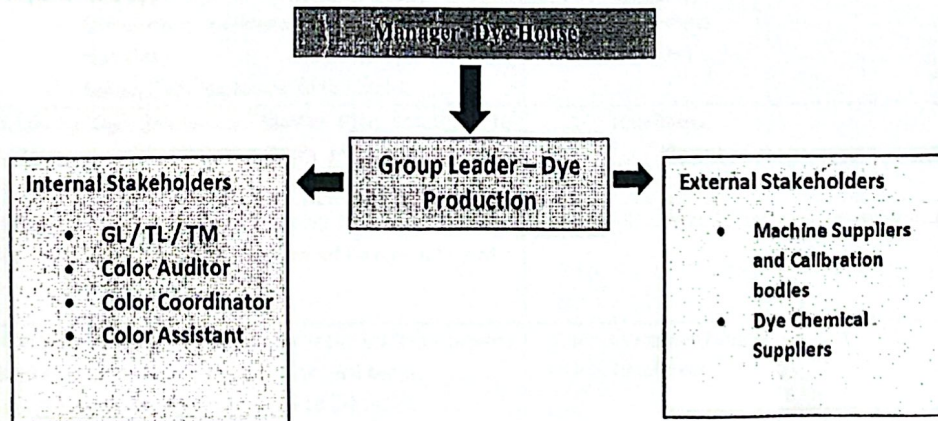
#### PURPOSE:

To maintain daily bulk production smoothly and coordinate all technical aspects of the coloration of narrow fabrics and maintain color parameters to match specifications to ensure that customer requirements and company requirements are met

#### DIMENSIONS:

Financial Dimensions	People Dimensions	Other
N/A	Team Leader – 2 Team Members – 16	Machine suppliers Dye & Chemical suppliers Calibration Bodies

#### ORGANIGRAM



DUTIES AND RESPONSIBILITIES	PERFORMANCE MEASURES
Assist daily team meetings and ensure following are adhered <ul style="list-style-type: none"> <li>&gt; Discuss issues related to daily output of Bulks, bulk recipes, Bulk submission as agreed on an action plan and follow-up.</li> <li>&gt; Assign task to Team Leaders</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Timeliness</li> <li>&gt; Accuracy (Feedbacks from CC Team)</li> </ul>
Maintain P2P at 100 % and Waste at 0 % in daily bulk production, <ul style="list-style-type: none"> <li>&gt; Follow-up with the machine output to ensure smooth functioning of the subsequent process.</li> <li>&gt; Attend Daily QC Meeting and OTD meetings</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Timeliness of Communication</li> <li>&gt; Accuracy of Information</li> <li>&gt; Daily P2P of Daily Dye Production</li> <li>&gt; Daily Waste Percentage</li> </ul>
Ensure Appropriate Maintenance, <ul style="list-style-type: none"> <li>&gt; Light Boxes and Range Dye machines through close liaison with the maintenance department</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Timeliness</li> <li>&gt; Number of Breakdowns in Development Related Machines and Downtime</li> </ul>
Take corrective actions to minimize bulk failures, <ul style="list-style-type: none"> <li>&gt; In shade, recipe, and fastness and dye cycle for the smooth function in the bulk process.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Number of RFT First bulks</li> <li>&gt; Fastness Failures due to Lab dip Issues</li> <li>&gt; Timeliness</li> </ul>
Coloration process and prepare/crate bulk recipes for new articles to facilitate RFT manufacturing.	<ul style="list-style-type: none"> <li>&gt; Quality of output</li> <li>&gt; Customer Feedbacks / Approvals</li> <li>&gt; Hit Rate / Approval Rate</li> </ul>
Enforce discipline, <ul style="list-style-type: none"> <li>&gt; In dye floor/office and ensure that the machines, equipment, and production area are kept clean and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Cleanliness</li> <li>&gt; Adherence to Company 5S Procedures</li> <li>&gt; Behavior of Associates (HR Complains)</li> </ul>
Organize the dye production activities <ul style="list-style-type: none"> <li>&gt; Efficiently to minimize delays and meet agreed lead time</li> <li>&gt; Follow Daily Handover of the bulks.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Efficiency</li> <li>&gt; Timeliness</li> <li>&gt; Accuracy</li> </ul>
Monitor Dye Production Master Plan according to priority given by Planning Team and take necessary Actions to achieve requirement without failures.	<ul style="list-style-type: none"> <li>&gt; Timeliness</li> </ul>
Ensure that all processes conform to accept with the current role, as and when requested by management.	<ul style="list-style-type: none"> <li>&gt; Adherence to health &amp; Safety policies</li> </ul>
Cope with Weaving/Knitting and Jacquard Departments and engage with product development team, <ul style="list-style-type: none"> <li>&gt; Approvals for Lab dips and 1st bulks.</li> <li>&gt; Engage with Production Releases for all new article developments and follow up.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Customer Feedback</li> <li>&gt; Timeliness</li> </ul>
Prepare STWs and SOPs, conduct audits to make sure that the Team members are adhering to the STWs.	<ul style="list-style-type: none"> <li>&gt; Timeliness</li> <li>&gt; Accuracy</li> </ul>

Perform additional duties commensurate with the current role, as and when requested by management

- > Availability
- > Quality of service delivered

Actively engaging and involving in the QMS procedures to make sure the ISO9001:2015 standards are maintained.

**Major Challenges:**

Challenges	Measures to overcome
Maintain 100% P2P in Dye Production	Daily Follow Up & Adhere to problem solving whenever P2P is dropped
Maintain Dye Production Waste percentage below 1.25 %	Daily Follow Up & Adhere to problem solving whenever Waste % is increased.

**Qualifications: Advance Level**

Relevant Work experience - 5Years

**Skills:** (No Skill / training – 0, Basic – 1, Intermediate – 2, Advanced - 3 Mastery - 4

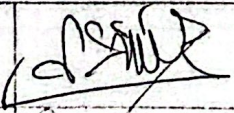
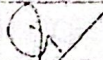
Skill	Skill Level (4)	Skill	Skill Level (4)
Communication and Influencing Skills	3	Organizing Skills	2
People Management	2	Color Matching	3
Data Color Systems Fluency	3	Problem Solving	2

- Pass the Munsell Test
- Spectro Photo Meter Literacy
  - Recipe Creation
  - DE Reading

**Disclaimer:**

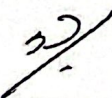
"The duties, responsibilities, and conditions described are not necessarily a comprehensive list. Additional tasks and requirements may be assigned to the employee from time to time, as necessitated by business demands. Given the nature of the business, the company retains the right to modify the essential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

**Approval:**

Head of the Department		Date	10/08/2021.
HR Manager		Date	05/08/2021

**Acknowledgment of Job Description:**

"I have received a copy of the above Job Description and have read and understand its contents."

Job Holder		Date	10/08/2021
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