

Department of Skills Development
Ministry of Human Resources
Level 7&8, Block D4, Complex D
Federal Government Administrative Centre
62530 Putrajaya, Malaysia

Tel.: 603-8886 5000
Faks: 603-8889 2423/2430
Email: jpk@mohr.gov.my
Website: <http://www.dsd.gov.my>

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OCCUPATIONAL STRUCTURE *Rubber Based Industry*



Menjana Pembangunan K-Pekerja



Menjana Pembangunan K-Pekerja





**Occupational Structure
For
Rubber Based Industry**



**Department of Skills Development
Ministry of Human Resources, Malaysia**

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BACKGROUND OF MALAYSIAN RUBBER INDUSTRY

In line with government's target to be a fully industrial nation by 2020, we have seen a rapid growth in all areas of industries including rubber industry. The rubber products industry has grown significantly during the period of the Second Industrial Master Plan (IMP2), 1996-2005, achieving steady growth, especially in terms of consumption of local rubber and export revenues. Presently, Malaysia is the world's leading producer and exporter of catheters, latex thread and natural rubber gloves. During the period of the Third Industrial Master Plan (IMP3), 2006-2020, Malaysia's position as the leading producer of latex products will be enhanced by measures in expanding exports markets and encouraging outward investments. Production of industrial and general rubber products will also be increased, by diversifying the product range. In addition, measures will be undertaken to upgrade the technology, improve the skills and develop a regional centre for the testing and certification of rubber products.

The Malaysia's rubber products industry covers four sectors, namely, latex, tire and tire related products, industrial and general rubber products and foot wear. The export of rubber products in 2005 totaled RM 6.99 billion, registering a growth of 13% in comparison with RM6.18 billion in 2004. Although Malaysia has attained a global reputation in the rubber based sector, opportunities are still lucrative in the industrial and general based sectors.

Industrial and General Rubber Goods (IRG and GRG) growth in these two areas is due to the immense export potential arising from global demand for industrial rubber goods, which is estimated at 4% annually. The high growth areas are Europe, China and the USA. The global expansion in the construction, automotive, original equipment manufacturers (OEM) and replacement markets, mining and agriculture, military, aerospace, computer and office equipment industries will be the driving force in the surge in demand for industrial rubber products.

Economists have predicted that there will be a progressive increase in NR consumption with demand outstripping supply from 7% in 2005 and 20% by 2010. The increase in demand is likely to be in the dipped rubber goods sector which caters to medical personnel handling serious disease outbreaks such as those experienced in the last 5 years. This will, in turn, fuel an upward trend in prices and it is now forecast that NR prices are likely to remain high for at least another decade, thus providing a bright future for this commodity.

In Malaysia context, we are lucky to have direct involvement from Government thru the establishment of Rubber Research Institute (RRIM) and Tun Abdul Razak Research Centre (TARRC) which both are under Malaysian Rubber Board. These two bodies main role is to promote and assist the Malaysian rubber and rubber products industries. Their activities are designed to meet the mission of its parent body, the MRB, that to enhance the competitiveness of the Malaysian rubber industries in the global environment through focused R&D, effective transfer of technology and quality support services. This is including a regional and global centre for the testing and certification of rubber products, especially for use within ASEAN.

The demand for rubber products is dependent upon economic growth, as the demand is related to income and living standards. In addition, improvements in health and medical services will result in an increase in the demand for rubber medical products, such as gloves, condoms, breathing bags, cushioning or supporting materials, prosthetics, implants and catheters.

During IMP2 period, employment in the industry increased by 17.5% to 62,118 persons, accounting for 6.2% of the total workforce in the manufacturing sector. The latex products sub-sector absorbed 40,000 persons of the workforce or 64% of the employment in the industry. Glove manufacturers accounted for the bulk of employment in the sub-sector. Employment in this sub-sector, combined with that of the industrial and general rubber products sub-sector, accounted for 87.8% of the industry workforce. The tire and tire related products and footwear sub-sector employed 10.8% and 1.4% respectively of the industry workforce.

Although Malaysia is already the world's leading exporter of latex products, there is a need to improve promotion and branding strategies to retain its position in the export market. In the industrial and general rubber products sub-sector, which is more domestic market oriented, there is a need to maintain its sustainability in the domestic market by upgrading and improving existing products, as well as introducing new products. To ensure that Malaysia continues to be the major global leader in selected rubber products, measures need to be undertaken to enhance product quality, upgrade manufacturing processes, broaden R&D activities and intensify market promotions.

References

1. Industrial Master Plan 3 (IMP3)
2. Rancangan Malaysia ke-9 (RMK-9)
3. Dictionary of Occupational Classification (DOC)

METHODOLOGY

Occupational Analysis (OA) for rubber based industry has been provided and compiled thru brainstorming session with related industrial personnel and several plant visits.

Brain storming session has been held on 21 July 2007 at Grand Blue Wave Hotel Shah Alam, Selangor and being attended by attached list of committee members.

Factory visits have been carried out to Pong-Codan Rubber (M) Sdn. Bhd. to validate the brainstorming findings and attended by selected committee members on 18 August 2007 and 25 August 2007.

Pong-Codan Rubber (M) Sdn. Bhd. is one of the largest rubber factories in the country which produce a large numbers of automotive products to our national car.

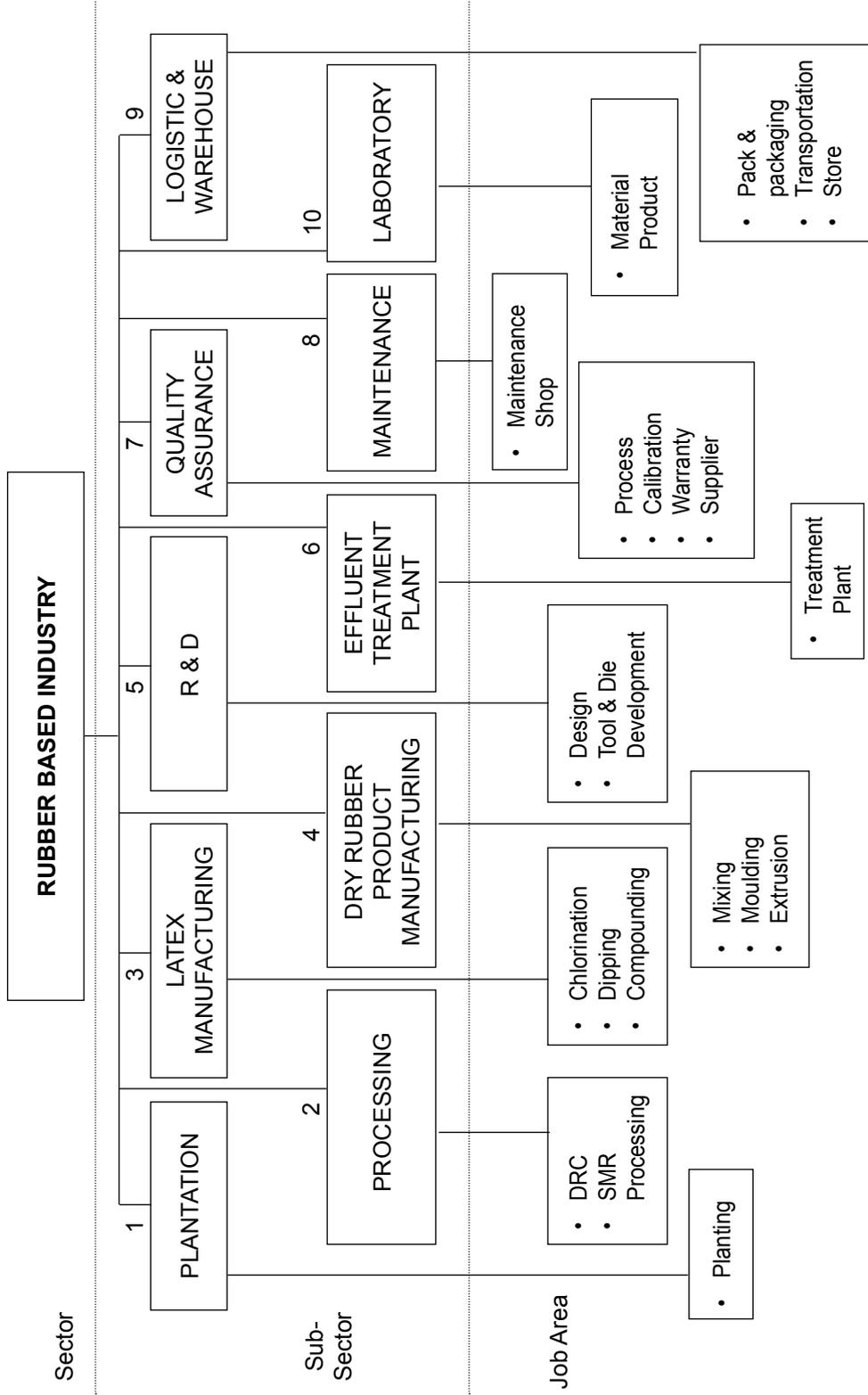
**LIST OF COMMITTEE MEMBERS FOR OCCUPATIONAL ANALYSIS FOR
RUBBER BASED INDUSTRY**

No.	Name	Company	Designation
1	Mohd. Hisham Bin Dahlan	Pong Codan Rubber (M) Sdn. Bhd.	Manager, Business Development
2	Muhammad Azri Bin Narzari	Pong Codan Rubber (M) Sdn. Bhd.	Assistant Manager, Production
3	Mohd. Khairiazwan Bin Muhamad	Felda Rubber Industries, Kilang Getah Palong 8	Factory Manager
4	Mohd. Khairul Bin Johari	Felda Rubber Industries, Kilang Getah Palong 8	Chemist
5	Eddy Rosyadie Bin Mohd. Samsuri	Top Glove (M) Sdn. Bhd.	QA Manager
6	Impy Nadia Binti Mohd. Ghani	Tong Yong Rubber (M) Sdn. Bhd.	QA Assistant Manager
7	Fazurawaty Binti Abdul Ghany	Tong Yong Rubber (M) Sdn. Bhd.	R & D Assistant Manager
8	Azrul Azmi Bin Ahmad Zarkowi	Tong Yong Rubber (M) Sdn. Bhd.	QA Coordinator
9	Teku Zakwan Bin Zaeimoedin	Hardyflex Industries Sdn. Bhd.	Material Chemist
10	Othman Bin Zakaria	Teck See Plastic Sdn. Bhd.	Senior Operation Manager
11	Abu Salim Bin Hassan	RISDA, KL	Pen. Peg. Tadbir
12	Wahid Bin Amat	RISDA, KL	Agriculture Assistant
13	Sahrulsham Bin Rebin	Wembley Rubber Product Sdn. Bhd.	Assistant Manager
14	Kumaravel	Wembley Rubber Product Sdn. Bhd.	Compounding Manager
15	Wan Yusof Bin Wan Ismail	Auto Reka Tooltech Sdn. Bhd.	Manager
16	Abdul Ghani	Kumpulan Jebco	Manager
17	Mazlan Bin Adam	Micro Century Sdn. Bhd.	Director

**LIST OF COMMITTEE MEMBERS FOR OCCUPATIONAL ANALYSIS FOR
RUBBER BASED INDUSTRY**

No.	Name	Company	Designation
18	Zakaria Adli Bin Idrus	MARDEC, KL	Manager
19	En. Mohd. Rabi Akmar Bin Jusoh	MARDEC, KUALA PILAH	Manager
20	Abdul Hadi Bin Che Wail	Imteq Solution Sdn. Bhd.	Manager
21	Rosman Bin Iteng	Imteq Solution Sdn. Bhd.	Director

CHART OF SUB SECTORS & JOB AREAS FOR RUBBER BASED INDUSTRY



SUB SECTOR OF MALAYSIAN RUBBER BASED INDUSTRY

SECTOR	SUB-SECTOR	LEVEL	JOB TITLE
RUBBER BASED INDUSTRY	PLANTATION (1)	L5	Plantation Manager
		L4	Plantation Assistant Manager
		L3	Plantation Supervisor
		L2	Plantation Conductor
	PROCESSING (2)	L5	Factory Manager (Processing)
		L4	Assistant Manager (Processing)
		L3	Dry Rubber Content (DRC) Supervisor
		L3	Processing Supervisor
		L2	Processing Line Leader
		L1	Processing Production Operator
	LATEX MANUFACTURING (3)	L5	Latex Manufacturing Manager
		L4	Latex Manufacturing Assistant Manager
		L3	Chlorination Supervisor
		L3	Dipping Supervisor
		L3	Compounding Supervisor
		L2	Chlorination Line Leader
		L2	Dipping Line Leader
		L2	Compounding Leader
		L1	Chlorination Operator
L1		Dipping Operator	
L1		Latex Compounder	

SUB SECTOR OF MALAYSIAN RUBBER BASED INDUSTRY

SECTOR	SUB-SECTOR	LEVEL	JOB TITLE
RUBBER BASED INDUSTRY	DRY RUBBER PRODUCT MANUFACTURING (4)	L5	Mixing Manager
		L5	Moulding Manager
		L5	Extrusion Manager
		L4	Mixing Assistant Manager
		L4	Moulding Assistant Manager
		L4	Extrusion Assistant Manager
		L3	Mixing Supervisor
		L3	Moulding Supervisor
		L3	Extrusion Supervisor
		L2	Mixing Line Leader
		L2	Injection Moulding Line Leader
		L2	Compression Moulding Line Leader
		L2	Trimming Line Leader
		L2	Extrusion Line Leader
		L2	Mandrelling Line Leader
		L2	Jointing Line Leader
		L2	Extrusion Trimming Line Leader
		L2	Extrusion Curing Line Leader
		L1	Mixing Operator
		L1	Weighing Operator
L1	Injection Moulding Operator		
L1	Compression Moulding Operator		

SUB SECTOR OF MALAYSIAN RUBBER BASED INDUSTRY

SECTOR	SUB-SECTOR	LEVEL	JOB TITLE
RUBBER BASED INDUSTRY	DRY RUBBER PRODUCT MANUFACTURING (4)	L1	Transfer Moulding Operator
		L1	Post Cure Operator
		L1	Moulding Trimming Operator
		L1	Die Cut Operator
		L1	Extrusion Operator
		L1	Knitting/Braiding/Spiral Operator
		L1	Mandrelling Operator
		L1	Jointing Operator
		L1	Drill & Clip Insert Operator
		L1	Extrusion Trimming Operator
		L1	Extrusion Curing Operator
		L1	Extrusion Cutting Operator
		L1	Extrusion Die-Cut Operator
		R & D (5)	L5
	L4		R & D Assistant Manager
	L3		Senior Design Technician
	L3		Senior Tool & Die Technician
	L2		Tool & Die Draughtman
	L2		Design Technician
	L2		Tool & Die Technician
	L2		Tool & Die Draughtman
	L1		General Machinist

SUB SECTOR OF MALAYSIAN RUBBER BASED INDUSTRY

SECTOR	SUB-SECTOR	LEVEL	JOB TITLE
RUBBER BASED INDUSTRY	EFFLUENT TREATMENT PLANT (6)	L5	Treatment Plant Manager
		L4	Treatment Plant Assistant Manager
		L3	Treatment Plant Supervisor
		L2	Treatment Plant Technician
	QUALITY ASSURANCE (7)	L5	Quality Assurance Manager
		L4	Assistant Quality Assurance Manager
		L3	Quality Assurance Supervisor
		L2	Process Line Leader
		L2	Calibration Line Leader
		L2	Warranty Quality Assurance Leader
		L2	Supplier Quality Assurance Leader
		L1	Quality Assurance Operator
	MAINTENANCE (8)	L5	Maintenance Manager
		L4	Maintenance Assistant Manager
		L3	Maintenance Supervisor
		L3	Chargeman (C-030-D) *
		L2	Workshop Technical Storekeeper
		L2	Fitter (B-160-2) *
L2		Welder (H-025-2) *	
L2		Chargeman (C-030-2) *	

Note: ARSTERIK * (Existing NOSS)

SUB SECTOR OF MALAYSIAN RUBBER BASED INDUSTRY

SECTOR	SUB-SECTOR	LEVEL	JOB TITLE
RUBBER BASED INDUSTRY	LOGISTIC & WAREHOUSE (9)	L5	Logistic & Warehouse Manager
		L4	Logistic & Warehouse Assistant Manager
		L3	Warehouse Supervisor
		L2	Packing Line Leader
		L2	Finished Good Transporter
		L2	Storekeeper
		L1	Packing Operator
	LABORATORY (10)	L5	Chemist
		L5	Laboratory Manager
		L4	Assistant Chemist
		L4	Laboratory Assistant Manager
		L3	Material Lab Supervisor
		L3	Product Testing Lab Supervisor
		L2	Material Lab Technician
		L2	Product Testing Lab Technician

**SUMMARY TABLE OF JOB TITLE FOR MALAYSIAN RUBBER BASED
INDUSTRY**

NO.	SUBSECTOR		LEVEL					TOTAL
			L1	L2	L3	L4	L5	
1	PLANTATION	Non-critical	NA	1	0	1	1	4
		Critical	NA	0	1	0	0	
2	PROCESSING	Non-critical	1	0	0	1	1	6
		Critical	0	1	2	0	0	
3	LATEX MANUFACTURING	Non-critical	2	1	1	0	0	11
		Critical	1	2	2	1	1	
4	DRY RUBBER PRODUCT MANUFACTURING	Non-critical	12	4	0	0	0	35
		Critical	5	5	3	3	3	
5	R & D	Non-critical	1	2	0	1	1	8
		Critical	0	1	2	0	0	
6	EFFLUENT TREATMENT	Non-critical	NA	0	0	1	1	4
		Critical	NA	1	1	0	0	
7	QUALITY ASSURANCE	Non-critical	0	3	0	1	1	8
		Critical	1	1	1	0	0	
8	MAINTENANCE	Non-critical	NA	3	0	1	1	8
		Critical	NA	1	2	0	0	
9	LOGISTIC & WAREHOUSE	Non-critical	1	1	0	1	1	7
		Critical	0	2	1	0	0	
10	LABORATORY	Non-critical	NA	0	0	2	1	8
		Critical	NA	2	2	0	1	
TOTAL JOB TITLE		Total Non-critical					50	
		Total Critical					49	
		24	31	18	13	13	99	

RUBBER BASED INDUSTRY

1. PLANTATION

Level	Planting
5	Plantation Manager
4	Plantation Assistant Manager
3	Plantation Supervisor *
2	Plantation Conductor
1	Not Available

Remark: * Critical Job Titles

2. PROCESSING

Level	Dry Rubber Content	SMR Processing
5	Factory Manager (Processing)	
4	Assistant Manager (Processing)	
3	Dry Rubber Content (DRC) Supervisor *	Processing Supervisor *
2	Processing Line Leader *	
1	Processing Production Operator	

Remark: * Critical Job Titles

3. LATEX MANUFACTURING

Level	Chlorination	Dipping	Compounding
5	Latex Manufacturing Manager *		
4	Latex Manufacturing Assistant Manager*		
3	Chlorination Supervisor	Dipping Supervisor *	Compounding Supervisor *
2	Chlorination Line Leader	Dipping Line Leader *	Compounding Line Leader *
1	Chlorination Operator	Dipping Operator	Latex Compounder *

Remark: * Critical Job Titles

4. DRY RUBBER PRODUCT MANUFACTURING

Level	Mixing	Moulding	Extrusion
5	Mixing Manager*	Moulding Manager*	Extrusion Manager*
4	Mixing Assistant Manager*	Moulding Assistant Manager*	Extrusion Assistant Manager*
3	Mixing Supervisor *	Moulding Supervisor *	Extrusion Supervisor*
2	*Mixing Line Leader	Injection Moulding Line Leader	*Extrusion Line Leader
		*Compression Moulding Line Leader	*Mandrelling Line Leader
1	*Mixing Operator	*Injection Moulding Operator	*Extrusion Line Leader
		*Compression Moulding Operator	Knitting/ Braiding/ Sprial Operator
	Transfer Moulding Operator	Moulding Trimming Operator	*Mandrelling Operator
	Post Cure Operator	Moulding Die Cut Operator	Joining Operator
	Weighting Operator	Moulding Trimming Leader	*Joining Line Leader
		Not Available	Extrusion Trimming Line Leader
			Extrusion Curing Line Leader
			Not Available
			Not Available
			Extrusion Curing Operator
			Extrusion Trimming Operator
			Drill & Clip Insert Operator
			Extrusion Die-Cut Operator

Remark: * Critical Job Titles

5. R & D

Level	Designing	Tool & Die Development
5	R & D Manager	
4	R & D Assistant Manager	
3	Senior Design Technician*	Senior Tool & Die Technician*
2	Design Technician	Tool & Die Draughtman Tool & Die Technician*
1	General Machinist	

Remark: * Critical Job Titles

6. EFFLUENT TREATMENT PLANT

Level	Treatment Plant
5	Treatment Plant Manager
4	Treatment Plant Assistant Manager
3	Treatment Plant Supervisor*
2	Treatment Plant Technician*
1	Not Available

Remark: * Critical Job Titles

7. QUALITY ASSURANCE

Level	Process	Calibration	Warranty	Supplier
5	Quality Assurance Manager			
4	Assistant Quality Assurance Manager			
3	Quality Assurance Supervisor*			
2	Process Line Leader*	Calibration Line Leader	Warranty Quality Assurance Leader	Supplier Quality Assurance Leader
1	Quality Assurance Operator*			

Remark: * Critical Job Titles

8. MAINTENANCE

Level	Maintenance Shop		
5	Maintenance Manager		
4	Maintenance Assistant Manager		
3	Maintenance Supervisor*		Chargeman (C-030-D)**
2	Workshop Technical Storekeeper	Fitter (B-160-2)**	Welder (H-025-2)**
1	Not Available		

Remark: * Critical Job Titles ** Existing NOSS

9. LOGISTIC & WAREHOUSE

Level	Pack & Packaging	Transportation	Store
5		Logistic & Warehouse Manager	
4		Logistic & Warehouse Assistant Manager	
3		Warehouse Supervisor*	
2	Packing Line Leader*	Finished Good Transporter	Storekeeper *
1	Packing Operator	Not Available	Not Available

Remark: * Critical Job Titles

10. LABORATORY

Level	Material	Product
5	Chemist*	Laboratory Manager
4	Assistant Chemist	Laboratory Assistant Manager
3	Material Lab Supervisor*	Product Testing Lab Supervisor*
2	Material Lab Technician*	Product Testing Lab Technician*
1	Not Available	Not Available

Remark: * Critical Job Titles

Occupational Definition

PLANTATION

LEVEL 1

NOT AVAILABLE

LEVEL 2

PLANTATION CONDUCTOR

LEVEL 3

PLANTATION SUPERVISOR

LEVEL 4

PLANTATION ASSISTANT MANAGER

LEVEL 5

PLANTATION MANAGER

PLANTATION

Level 2

*O*ccupational definition for PLANTATION CONDUCTOR

A Plantation Conductor is designated to perform plantation job related within planting sub-sector.

In particular he/she:

- 1) Performs activities at clearing the land for plantation.
- 2) Digs planting hole at predetermined spaced interval using mattock-like tool.
- 3) Plants rubber trees seedling in specified pattern.
- 4) Performs activities such as harvesting and tapping.
- 5) Performs field operation i.e. field upkeep and maintenance.
- 6) Performs activity of fertilizer programme.
- 7) Records data and information on activities performed.
- 8) Carries out duties as specified by Plantation Supervisor.

PLANTATION

Level 3

*O*ccupational definition for PLANTATION SUPERVISOR

A Plantation Supervisor is designated to supervise and coordinate activities of workers engaged in plantation area.

In particular he/she:

- 1) Assists Plantation Assistant Manager in conducting 'Role Call or Master Call' to check on workers attendance.
- 2) Delegates and schedules job to worker.
- 3) Carries out field supervision and keep record.
- 4) Assists Plantation Assistant Manager in physical monitoring of crops.
- 5) Ensure all crops for the day is evacuated from the field to factory/ ramp.
- 6) Supervises tapping/harvesting operations.
- 7) Prepares keeps and maintains field records on labour turn out & labour productivity.
- 8) Prepares monthly wage statement for the assigned fields to be checked & verified by Plantation Assistant Manager.
- 9) Performs other task as specified by Plantation Assistant Manager.

PLANTATION

Level 4

*O*ccupational definition for PLANTATION ASSISTANT MANAGER

A Plantation Assistant Manager is designated to assist Plantation Manager to formulate implementation plan, manage and control on the plantation activities to achieve the required performance standard.

In particular he/she:

- 1) Assists Plantation Manager to plan the annual budget.
- 2) Evaluates training needs, develop schedule and assist in implementation of training to ensure effective training requirement are achieved.
- 3) Monitors and controls the operation of plantation activities.
- 4) Ensures overall effectiveness and efficiency of plantation activities and achieved.
- 5) Implements and to ensures safety instructions are being adhered.
- 6) Conducts operation audit on plantation activities and develop specific plan to meet specified objectives.
- 7) Performs any job functions as instructed by the management from time to time.

PLANTATION

Level 5

*O*ccupational definition for PLANTATION MANAGER

A Plantation Manager is designated to manage and oversee the overall of plantation activities.

In particular he/she:

- 1) Monitors overall plantation operational budget.
- 2) Ensures fully utilization and efficiency of plantation activities.
- 3) Monitors and upkeeps of the plantation equipment and facilities.
- 4) Reports on the performance of plantation operation.
- 5) Ensures smooth running of department and interdepartmental liaison.
- 6) Implements safety requirement to minimize hazard at plantation area.
- 7) Performs any other job as instructed by the management.

PROCESSING

LEVEL 1

PROCESSING PRODUCTION OPERATOR

LEVEL 2

PROCESSING LINE LEADER

LEVEL 3

PROCESSING SUPERVISOR

DRY RUBBER CONTENT (DRC) SUPERVISOR

LEVEL 4

ASSISTANT MANAGER (PROCESSING)

LEVEL 5

FACTORY MANAGER (PROCESSING)

PROCESSING

Level 1

*O*ccupational definition for **PROCESSING PRODUCTION OPERATOR**

A Processing Production Operator is designated to run processing production machine to ensure product quality are met.

In particular he/she:

- 1) Ensures that daily production meets requirements for delivery and quality.
- 2) Operates machine and observes operation to detect malfunctions of machine.
- 3) Performs minor adjustments or repairs on production machineries.
- 4) Undertakes trouble shooting process problems and finding solution quickly and efficiently.
- 5) Performs process set-up and optimization.
- 6) Records machine input parameter and report any problem and failure.
- 7) Reports to the Processing Line Leader of any difficulty encountered during production.
- 8) Performs all duties assigned by the Processing Line Leader or Supervisor.

PROCESSING

Level 2

*O*ccupational definition for **PROCESSING LINE LEADER**

A Processing Line Leader is designated to assist Processing Supervisor to ensure production processes are carried out according to specified guidelines and standards.

In particular he/she:

- 1) Assists Processing Supervisor to supervise Processing Production Operators.
- 2) Assists Processing Supervisor to ensure the production processes are controlled according to specified operating guidelines and customer specifications.
- 3) Reports any production and quality problems to the Processing Supervisor.
- 4) Verifies process set-up and optimization.
- 5) Verifies machine input parameter and attend to any problem and failure.
- 6) Reports to the Supervisor of any difficulty encountered during production.
- 7) Performs all duties assigned by the Supervisor or Assistant Manager.

PROCESSING

Level 3

*O*ccupational definition for **PROCESSING SUPERVISOR**

A Processing Supervisor is designated to supervise production workers to ensure production processes are carried out according to specified guidelines and standards and product quality are achieved.

In particular he/she:

- 1) Supervises and coordinates activities of processing process and all production workers.
- 2) Ensures the production processes are controlled according to specified operating guidelines and customer specifications.
- 3) Ensures each process is adequately monitored and its output checked to determine status of conformance to product specification.
- 4) Works with production controller to schedule the personnel, equipment to meet shift production target.
- 5) Assists trouble-shooting and problem-solving production, process, materials and equipment problems.
- 6) Evaluates training and ensures production disciplines.
- 7) Monitors day-to-day production and quality product are adhered.
- 8) Performs all duties assigned by the management.

PROCESSING

Level 3

*O*ccupational definition for **DRY RUBBER CONTENT SUPERVISOR**

A Dry Rubber Content Supervisor is designated to supervise and coordinate activities relating to process of dry rubber content (DRC).

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in dry rubber content (DRC) process for SMR products.
- 2) Applies knowledge of DRC machine setup and operating techniques and production methods.
- 3) Determines reasons for machine malfunction, and arranges for machine repair.
- 4) Reviews production schedules and work orders, and assign duties to workers according to order priorities.
- 5) Studies quality control reports to identify product defects and directs machine operators to adjust machines to eliminate flaws.
- 6) Examines DRC related products from each machine to verify conformance to specifications.
- 7) Conducts and directs training of new employees in DRC related machine operation.
- 8) Performs other duties as specified by the management.

PROCESSING

Level 4

*O*ccupational definition for ASSISTANT MANAGER (PROCESSING)

An Assistant Manager (Processing) is designated to assist Factory Manager to manage production operations to ensure production processes are carried out according to specified guidelines and standards and product quality are achieved.

In particular he/she:

- 1) Assists Factory Manager to manage the production operations.
- 2) Ensures products are manufactured and delivered according to customer requirements.
- 3) Resolves any problems relating to quality, customer complaints, production, maintenance and store operations.
- 4) Reviews and monitors customers orders and ensure timely delivery of products.
- 5) Ensures an adequate quality assurance programme is established and implemented to meet customer requirements.
- 6) Initiates the appropriate corrective and/or preventive actions to prevent the recurrence of non-conforming materials and products, process and system failures.
- 7) Reports and isolates any defective materials and products.
- 8) Ensures an effective preventive maintenance programme is established and implemented.
- 9) Performs all duties assigned by the management.

PROCESSING

Level 5

*O*ccupational definition for **FACTORY MANAGER (PROCESSING)**

A Factory Manager (Processing) is designated to manage production operations to ensure production processes are carried out according to specified guidelines and standards and product quality are achieved.

In particular he/she:

- 1) Manages the factory operations.
- 2) Performs the functions and the company's ISO 9001 quality management system.
- 3) Ensures an effective quality management system is developed and implemented to achieve the company objectives.
- 4) Identifies resources, infrastructure and work environment required for effective implementation of the quality management system and achievement of customer satisfaction.
- 5) Ensures factory operations are in accordance to legal requirements by government or statutory bodies.
- 6) Ensures products are manufactured and delivered according to customer requirements.
- 7) Resolves any problems relating to quality, customer complaints, production, maintenance and store operations.
- 8) Ensures that customer's orders are monitored and reviewed so that timely deliveries of products are achieved.
- 9) Ensures the appropriate corrective and/or preventive actions to prevent the recurrence of non-conforming materials and products, process and system failures.
- 10) Oversees and ensures that an effective preventive maintenance programme is established and implemented.
- 11) Performs all duties assigned by the management.

LATEX MANUFACTURING

LEVEL 1

**CHLORINATION OPERATOR
DIPPING OPERATOR
LATEX COMPOUNDER**

LEVEL 2

**CHLORINATION LINE LEADER
DIPPING LINE LEADER
COMPOUNDING LEADER**

LEVEL 3

**CHLORINATION SUPERVISOR
DIPPING SUPERVISOR
COMPOUNDING SUPERVISOR**

LEVEL 4

LATEX MANUFACTURING ASSISTANT MANAGER

LEVEL 5

LATEX MANUFACTURING MANAGER

LATEX MANUFACTURING

Level 1

*O*ccupational definition for CHLORINATION OPERATOR

A Chlorination Operator is designated to perform operation of chlorination processes within chlorination line.

In particular he/she:

- 1) Performs chlorination process using applicable chlorination equipment.
- 2) Performs inspection on compounded product.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to chlorination process to chlorination Line Leader.
- 5) Performs countermeasures activities for defective part due to chlorination process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by Chlorination Line Leader.

LATEX MANUFACTURING

Level 2

*O*ccupational definition for CHLORINATION LINE LEADER

A Chlorination Line Leader is designated to lead chlorination line and to assist Chlorination Supervisor in chlorination processes.

In particular he/she:

- 1) Ensures that chlorination processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Chlorination Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and reports these to Chlorination Supervisor.
- 7) Ensures that chlorinated materials are fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Chlorination Supervisor.

LATEX MANUFACTURING

Level 3

*O*ccupational definition for CHLORINATION SUPERVISOR

A Chlorination Supervisor is designated to supervise and coordinate activities relating to chlorination processes.

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in chlorination process for rubber products.
- 2) Applies knowledge of chlorination machine setup and operating techniques and production methods.
- 3) Reads operating logs to identify inoperative chlorination machines.
- 4) Determines reasons for machine malfunction, and arranges for machine repair.
- 5) Reviews production schedules and work orders, and assign duties to workers according to order priorities.
- 6) Studies quality control reports to identify product defects and direct machine operators to adjust machines to eliminate flaws.
- 7) Examines chlorination related products from each machine to verify conformance to specifications.
- 8) Conducts and directs training of new employees in chlorination machine operation.
- 9) Confers with management and other supervisors to resolve production problems.
- 10) Performs other duties as instructed by the management.

LATEX MANUFACTURING

Level 1

*O*ccupational definition for **DIPPING OPERATOR**

A Dipping Operator is designated to perform operation of dipping processes within dipping line.

In particular he/she:

- 1) Performs dipping processes using applicable dipping equipment.
- 2) Performs inspection on dipped product.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to dipping processes to Dipping Line Leader.
- 5) Performs countermeasures activities for defective part due to dipping process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by Dipping Line Leader.

LATEX MANUFACTURING

Level 2

*O*ccupational definition for **DIPPING LINE LEADER**

A Dipping Line Leader is designated to lead dipping line and to assist Dipping Supervisor in latex manufacturing process.

In particular he/she:

- 1) Ensures that dipping processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verifies the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Dipping Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and reports these to Dipping Supervisor.
- 7) Ensures that dipping materials are fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Dipping Supervisor.

LATEX MANUFACTURING

Level 3

*O*ccupational definition for **DIPPING SUPERVISOR**

A Dipping Supervisor is designated to supervise and coordinate activities relating to dipping processes.

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in dipping rubber products.
- 2) Applies knowledge of dipping machine setup and operating techniques and production methods.
- 3) Reads operating logs to identify inoperative dipping machines.
- 4) Determines reasons for machine malfunction and arranges for machine repair.
- 5) Reviews production schedules and work orders and assign duties to workers according to order priorities.
- 6) Studies quality control reports to identify product defects and direct machine operators to adjust machines to eliminate flaws.
- 7) Examines dipping related products from each machine to verify conformance to specifications.
- 8) Conducts and directs training of new employees in dipping machine operation and processes.
- 9) Confers with management and other supervisors to resolve production problems.
- 10) Performs other duties as instructed by the management.

LATEX MANUFACTURING

Level 1

*O*ccupational definition for LATEX COMPOUNDER

A Latex Compounder is designated to perform operation of latex compounding within compounding line.

In particular he/she:

- 1) Performs latex compounding process using applicable equipment.
- 2) Performs inspection on compounded product.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to compounding process to Compounding Leader.
- 5) Performs countermeasures activities for defective part due to compounding process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

LATEX MANUFACTURING

Level 2

*O*ccupational definition for **COMPOUNDING LINE LEADER**

A Compounding Line Leader is designated to lead compounding line and to assist Compounding Supervisor in compounding process.

In particular he/she:

- 1) Ensures that compounding processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Compounding Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and reports these to Compounding Supervisor.
- 7) Ensures that compounding materials are fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Compounding Supervisor.

LATEX MANUFACTURING

Level 3

*O*ccupational definition for **COMPOUNDING SUPERVISOR**

A Compounding Supervisor is designated to supervise and coordinate activities relating to compounding processes.

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in compounding rubber products.
- 2) Applies knowledge of compounding machine setup and operating techniques and production methods.
- 3) Reads operating logs to identify inoperative compounding machines.
- 4) Determines reasons for machine malfunction and arranges for machine repair.
- 5) Reviews production schedules and work orders and assign duties to workers according to order priorities.
- 6) Studies quality control reports to identify product defects and directs machine operators to adjust machines to eliminate flaws.
- 7) Examines compounding products from each machine to verify conformance to specifications.
- 8) Conducts and direct training of new employees in compounding machine operation and processes.
- 9) Confers with management and other supervisors to resolve production problems.
- 10) Performs other duties as instructed by the management.

LATEX MANUFACTURING

Level 4

*O*ccupational definition for LATEX MANUFACTURING ASSISTANT MANAGER

A Latex Manufacturing Assistant Manager is designated to assist Latex Manufacturing Manager to formulate implementation plan, manage and control latex manufacturing processes to achieve the required performance standard.

In particular he/she:

- 1) Assists Latex Manufacturing Manager in planning, managing and controlling of latex manufacturing processes to achieve the required performance standard.
- 2) Evaluates training needs, develops schedule and assist in implementation of training to ensure effective training requirement are achieved for operating personnel to enhance skills and knowledge for optimum operation of latex manufacturing processes.
- 3) Monitors and controls implementation of all aspects latex manufacturing activities.
- 4) Ensures overall effectiveness of latex manufacturing performance is achieved.
- 5) Implements safety requirement to minimize hazard at latex manufacturing processes.
- 6) Conducts process audit for latex manufacturing processes and develop specific plan to meet specified requirement.
- 7) Performs any other job functions as instructed by the management from time to time.

LATEX MANUFACTURING

Level 5

*O*ccupational definition for LATEX MANUFACTURING MANAGER

A Latex Manufacturing Manager is designated to manage and oversee the overall functions of latex manufacturing factory.

In particular he/she:

- 1) Manages and oversees the overall functions of latex manufacturing factory.
- 2) Monitors overall factory operational budget.
- 3) Ensures fully utilization and efficiency of latex manufacturing related equipments/facilities.
- 4) Ensures training programme for staffs are conducted effectively.
- 5) Manages, maintains, monitors and improves factory housekeeping.
- 6) Reports the overall performance of the factory to the management.
- 7) Performs any other job functions as instructed by the management from time to time.

DRY RUBBER PRODUCT MANUFACTURING

LEVEL 1

MIXING OPERATOR

WEIGHING OPERATOR

INJECTION MOULDING OPERATOR

COMPRESSION MOULDING OPERATOR

TRANSFER MOULDING OPERATOR

POST CURE OPERATOR

MOULDING TRIMMING OPERATOR

DIE CUT OPERATOR

EXTRUSION OPERATOR

KNITTING/BRAIDING/SPIRAL OPERATOR

MANDRELLING OPERATOR

JOINTING OPERATOR

DRILL & CLIP INSERT OPERATOR

EXTRUSION TRIMMING OPERATOR

EXTRUSION CURING OPERATOR

EXTRUSION CUTTING OPERATOR

EXTRUSION DIE-CUT OPERATOR

DRY RUBBER PRODUCT MANUFACTURING

LEVEL 2

MIXING LINE LEADER
INJECTION MOULDING LINE LEADER
COMPRESSION MOULDING LINE LEADER
TRIMMING LINE LEADER
EXTRUSION LINE LEADER
MANDRELLING LINE LEADER
JOINTING LINE LEADER
EXTRUSION TRIMMING LINE LEADER
EXTRUSION CURING LINE LEADER

LEVEL 3

MIXING SUPERVISOR
MOULDING SUPERVISOR
EXTRUSION SUPERVISOR

LEVEL 4

MIXING ASSISTANT MANAGER
MOULDING ASSISTANT MANAGER
EXTRUSION ASSISTANT MANAGER

LEVEL 5

MOULDING MANAGER
EXTRUSION MANAGER

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for MIXING OPERATOR

A Mixing Operator is designated to perform operation of mixing processes within mixing line.

In particular he/she:

- 1) Performs mixing process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to mixing process to Mixing Line Leader.
- 5) Performs countermeasures activities for defective part due to mixing process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for **WEIGHING OPERATOR**

A Weighing Operator is designated to perform operation of weighing process within mixing line.

In particular he/she:

- 1) Performs weighing process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to weighing process to Mixing Line Leader.
- 5) Performs countermeasures activities for defective part due to weighing process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for MIXING LINE LEADER

A Mixing Line Leader is designated to lead mixing line and to assist Mixing Supervisor in mixing processes.

In particular he/she:

- 1) Ensures that mixing processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verifies the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Mixing Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and to report these to Mixing Supervisor.
- 7) Ensures that mixing materials are fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Mixing Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 3

*O*ccupational definition for MIXING SUPERVISOR

A Mixing Supervisor is designated to supervise and coordinate activities relating to mixing department.

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in mixing rubber products.
- 2) Applies knowledge of mixing machine setup and operating techniques and production methods.
- 3) Reads operating logs to identify inoperative mixing machines.
- 4) Determines reasons for machine malfunction and arranges for machine repair.
- 5) Reviews production schedules and work orders and assign duties to workers according to order priorities.
- 6) Studies quality control reports to identify product defects and direct machine operators to adjust machines to eliminate flaws.
- 7) Examines mixing related products from each machine to verify conformance to specifications.
- 8) Conducts and direct training of new employees in mixing machine operation.
- 9) Confers with management and other supervisors to resolve production problems.
- 10) Performs other duties as instructed by the management.

DRY RUBBER PRODUCT MANUFACTURING

Level 4

*O*ccupational definition for **MIXING ASSISTANT MANAGER**

A Mixing Assistant Manager is designated to assist Mixing Manager to plan, manage and control on mixing department to achieve the required performance standard.

In particular he/she:

- 1) Assists Mixing Manager in planning, managing and controlling of mixing department to achieve the required performance standard.
- 2) Assists Mixing Manager to plan departmental budget.
- 3) Evaluates training needs, develop schedule and assist in implementation of training to ensure effective training requirement are achieved for operating personnel to enhance skills and knowledge for optimum operation and maintenance of mixing department.
- 4) Monitors and controls implementation of mixing department activities to ensure overall effectiveness of mixing department performance.
- 5) Implements safety requirement to minimize hazard at mixing department.
- 6) Ensures the production of mixing meet the production schedule on time.
- 7) Monitors the production & quality performance as per customer specification.
- 8) Ensures the capacity planning of each section.
- 9) Ensures the manpower of mixing section is properly planned.

- 10) Coordinates, monitors and confirms the pilot run and mass production.
- 11) Monitors the continuous improvement activity and 5S.
- 12) Monitors the production planning process to ensure that customers' needs are fulfilled.
- 13) Performs any other job functions as instructed by the management from time to time.

DRY RUBBER PRODUCT MANUFACTURING

Level 5

*O*ccupational definition for MIXING MANAGER

A Mixing Manager is designated to manage and oversee the overall functions of mixing department.

In particular he/she:

- 1) Manages and oversees the overall functions of mixing department.
- 2) Monitors overall department operational budget.
- 3) Monitors, plans and improves mixing department equipment and facilities utilization and efficiency.
- 4) Ensures training programme for mixing department staff are conducted effectively.
- 5) Monitors and upkeeps of the mixing department equipment and facilities as per annual preventive maintenance schedule.
- 6) Manages, maintains, monitors and improves mixing department housekeeping and continuous improvement.
- 7) Reports on the performance of mixing department to the management.
- 8) Ensures smooth running of department and inter department liaison.
- 9) Performs any other job functions as instructed by the management from time to time.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for INJECTION MOULDING OPERATOR

An Injection Moulding Operator is designated to operate injection moulding machine to ensure rubber products are in good order.

In particular he/she:

- 1) Operates injection moulding machine.
- 2) Reports any abnormalities to Injection Moulding Line Leader.
- 3) Records injection machine parameters and processes.
- 4) Performs all activities related to 5S at workplace.
- 5) Ensures injection moulding machines are in good order by performing autonomous maintenance.
- 6) Participates in all improvement activities related to injection moulding processes.
- 7) Performs any other duties as instructed by leaders.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for INJECTION MOULDING LINE LEADER

An Injection Moulding Line Leader is designated to lead injection moulding line and to assist Moulding Supervisor in injection moulding process.

In particular he/she:

- 1) Ensures that injection moulding processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verifies the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Ensures workmanship standards are maintained.
- 5) Reports any abnormalities to moulding supervisor.
- 6) Completes full production and inspection records for each job, as required.
- 7) Identifies and segregates non-conforming material and products and to report these to their superior.
- 8) Ensures that injection moulding materials are fully identified against the job number at all time during production process.
- 9) Verifies all activities related to 5S at workplace are performed accordingly.
- 10) Verifies autonomous maintenance activities are carried out.
- 11) Performs any other tasks as assigned by Moulding Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for **COMPRESSION MOULDING OPERATOR**

A Compression Moulding Operator is designated to operate compression moulding machine to ensure rubber products are in good order.

In particular he/she:

- 1) Operates compression moulding machine.
- 2) Reports any abnormalities to Compression Moulding Line Leader.
- 3) Records compression machine parameters and processes.
- 4) Performs all activities related to 5S at workplace.
- 5) Ensures compression moulding machines are in good order by performing autonomous maintenance.
- 6) Participates in all improvement activities related to compression moulding processes.
- 7) Performs any other duties as instructed by leaders.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for **TRANSFER MOULDING OPERATOR**

A Transfer Moulding Operator is designated to operate transfer moulding machine to ensure rubber products are in good order.

In particular he/she:

- 1) Operates transfer moulding machine.
- 2) Reports any abnormalities to Transfer Moulding Line Leader.
- 3) Records transfer machine parameters and processes.
- 4) Performs all activities related to 5S at workplace.
- 5) Ensures transfer moulding machines are in good order by performing autonomous maintenance.
- 6) Participates in all improvement activities related to transfer moulding processes.
- 7) Performs any other duties as instructed by leaders.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for **COMPRESSION MOULDING LINE LEADER**

A Compression Moulding Line Leader is designated to lead compression moulding line and to assist Moulding Supervisor in compression moulding process.

In particular he/she:

- 1) Ensures that compression moulding processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Ensures workmanship standards for compression processes are maintained.
- 5) Reports any abnormalities to Moulding Supervisor.
- 6) Completes full production and inspection records for each job, as required.
- 7) Identifies and segregates non-conforming material and products and to report these to Moulding Supervisor.
- 8) Ensures that compression moulding materials are fully identified against the job number at all time during production process.
- 9) Verifies all activities related to 5S at workplace are performed accordingly.
- 10) Verifies autonomous maintenance activities are carried out.
- 11) Performs any other tasks as assigned by Moulding Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for POST CURE OPERATOR

A Post Cure Operator is designated to perform operation of post cure process within moulding line.

In particular he/she:

- 1) Performs post cure process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to post cure processes to Moulding Supervisor.
- 5) Performs countermeasures activities for defective part due to post cure process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for **MOULDING TRIMMING OPERATOR**

A Moulding Trimming Operator is designated to perform operation of moulding trimming processes within moulding line.

In particular he/she:

- 1) Performs moulding trimming process using applicable equipment.
- 2) Records production output.
- 3) Reports any abnormalities with regard to moulding trimming processes to Moulding Trimming Line Leader.
- 4) Performs countermeasures activities for defective part due to trimming process.
- 5) Participates in improvement activities such as Kaizen and 5S.
- 6) Performs inspection on parts being produced.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for **MOULDING DIE CUT OPERATOR**

A Moulding Die Cut Operator is designated to perform operation of moulding die cut process within moulding line.

In particular he/she:

- 1) Performs moulding die cut process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to moulding die cut processes to Moulding Trimming Line Leader.
- 5) Performs countermeasures activities for defective part due to moulding die cut process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for **MOULDING TRIMMING LINE LEADER**

A Moulding Trimming Line Leader is designated to lead moulding trimming line and to assist Moulding Supervisor in trimming process.

In particular he/she:

- 1) Ensures that moulding trimming processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the jobs are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Ensures workmanship standards for moulding trimming processes are adhered and maintained.
- 5) Reports any abnormalities to Moulding Supervisor.
- 6) Completes full production and inspection records for each job, as required.
- 7) Identifies and segregates non-conforming material and products and to report these to Moulding Supervisor.
- 8) Ensures that trimming materials are fully identified against the job number at all time during production process.
- 9) Verifies all activities related to 5S at workplace are performed accordingly.
- 10) Verifies autonomous maintenance activities are carried out.
- 11) Performs any other tasks as assigned by Moulding Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 3

*O*ccupational definition for MOULDING SUPERVISOR

A Moulding Supervisor is designated to supervise and coordinate activities relating to moulding department.

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in molding rubber products.
- 2) Applies knowledge of molding machine setup and operating techniques and production methods.
- 3) Reads operating logs to identify inoperative molding machines.
- 4) Determines reasons for machine malfunction and arranges for machine repair.
- 5) Reviews production schedules and work orders and assign duties to workers according to order priorities.
- 6) Studies quality control reports to identify product defects and direct machine operators to adjust machines to eliminate flaws.
- 7) Examines molded products from each machine to verify conformance to specifications.
- 8) Conducts and direct training of new employees in moulding machine operation and processes.
- 9) Confers with management and other supervisors to resolve production problems.
- 10) Performs any other duties as instructed by the management.

DRY RUBBER PRODUCT MANUFACTURING

Level 4

*O*ccupational definition for **MOULDING ASSISTANT MANAGER**

A Moulding Assistant Manager is designated to assist Moulding Manager to plan, manage and control on moulding department to achieve the required performance standard.

In particular he/she:

- 1) Assists Moulding Manager in planning, managing and controlling of moulding department to achieve the required performance standard.
- 2) Assists Moulding Manager to plan departmental budget.
- 3) Evaluates training needs, develop schedule and assist in implementation of training to ensure effective training requirement are achieved for operating personnel to enhance skills and knowledge for optimum operation and maintenance of moulding department.
- 4) Monitors and controls implementation of moulding department activities to ensure overall effectiveness of moulding department performance.
- 5) Implements safety requirement to minimize hazard at moulding department.
- 6) Ensures the production of moulding meet the production schedule on time.
- 7) Monitors the production & quality performance as per customer specification.
- 8) Ensures the capacity planning of each section.
- 9) Ensures the manpower of moulding section is properly planned.
- 10) Coordinates, monitors and confirms the pilot run and mass production.
- 11) Monitors the continuous improvement activity and 5S.
- 12) Monitors the production planning process to ensure that customers' needs are fulfilled.
- 13) Performs any other job functions as instructed by the management from time to time.

DRY RUBBER PRODUCT MANUFACTURING

Level 5

*O*ccupational definition for **MOULDING MANAGER**

A Moulding Manager is designated to manage and oversee the overall functions of moulding department.

In particular he/she:

- 1) Manages and oversees the overall functions of moulding department.
- 2) Monitors overall department operational budget.
- 3) Monitors, plans and improves moulding department equipment and facilities utilization and efficiency.
- 4) Ensures training programme for moulding department staff are conducted effectively.
- 5) Monitors and upkeeps of the moulding department equipment and facilities as per annual preventive maintenance schedule.
- 6) Manages, maintains, monitors and improves mixing department housekeeping and continuous improvement.
- 7) Reports on the performance of moulding department to the management.
- 8) Ensures smooth running of department and inter department liaison.
- 9) Performs any other job functions as instructed by the management from time to time.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for EXTRUSION OPERATOR

A Extrusion Operator is designated to perform operation of extrusion process within extrusion line.

In particular he/she:

- 1) Performs extrusion process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to extrusion processes to Extrusion Line Leader.
- 5) Performs countermeasures activities for defective part due to extrusion process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for **KNITTING/BRAIDING/SPIRAL OPERATOR**

A Knitting/Braiding/Spiral Operator is designated to perform operation of knitting/braiding/spiral process within extrusion line.

In particular he/she:

- 1) Performs knitting/braiding/spiral process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to knitting/braiding/spiral processes to Extrusion Line Leader.
- 5) Performs countermeasures activities for defective part due to knitting/braiding/spiral process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for EXTRUSION LINE LEADER

An Extrusion Line Leader is designated to lead extrusion line and to assist Extrusion Supervisor in extrusion process.

In particular he/she:

- 1) Ensures that extrusion processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the job are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Extrusion Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies segregate non-conforming material and products and to report these to Extrusion Supervisor.
- 7) Ensures that extrusion material and fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Extrusion Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for MANDRELLING OPERATOR

A Mandrelling Operator is designated to perform operation of mandrelling process within extrusion line.

In particular he/she:

- 1) Performs mandrelling process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to mandrelling processes to Mandrelling Line Leader.
- 5) Performs countermeasures activities for defective part due to mandrelling process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for MANDRELLING LINE LEADER

A Mandrelling Line Leader is designated to lead mandrelling line and to assist Extrusion Supervisor in mandrelling process.

In particular he/she:

- 1) Ensures that mandrelling process are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the job are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Extrusion Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and to report these to Extrusion Supervisor.
- 7) Ensures that compounding material and fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Extrusion Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for JOINTING OPERATOR

A Jointing Operator is designated to perform operation of jointing process within extrusion line.

In particular he/she:

- 1) Performs jointing process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to jointing processes to Jointing Line Leader.
- 5) Performs countermeasures activities for defective part due to jointing process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for DRILL & CLIP INSERT OPERATOR

A Drill & Clip Operator is designated to perform operation of drill & clip insert process within extrusion line.

In particular he/she:

- 1) Performs drill & clip insert process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to drill & clip insert processes to Jointing Line Leader.
- 5) Performs countermeasures activities for defective part due to drill & clip insert process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for JOINTING LINE LEADER

A Jointing Line Leader is designated to lead jointing line and to assist Extrusion Supervisor in jointing process.

In particular he/she:

- 1) Ensures that extrusion processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the job are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Jointing Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies segregate non-conforming material and products and to report these to Extrusion Supervisor.
- 7) Ensures that jointing material and fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Extrusion Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for EXTRUSION TRIMMING OPERATOR

An Extrusion Trimming Operator is designated to perform operation of extrusion trimming process within extrusion line.

In particular he/she:

- 1) Performs extrusion trimming process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to extrusion trimming processes to Extrusion Trimming Line Leader.
- 5) Performs countermeasures activities for defective part due to extrusion trimming process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for **EXTRUSION TRIMMING LINE LEADER**

An Extrusion Trimming Line Leader is designated to lead extrusion trimming line and to assist Extrusion Supervisor in extrusion process.

In particular he/she:

- 1) Ensures that extrusion trimming processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the job are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Extrusion Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies segregate non-conforming material and products and to report these to Extrusion Supervisor.
- 7) Ensures that extrusion trimming material and fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Extrusion Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for EXTRUSION CURING OPERATOR

An Extrusion Curing Operator is designated to perform operation of extrusion curing process within extrusion line.

In particular he/she:

- 1) Performs extrusion curing process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to extrusion curing processes to Extrusion Curing Line Leader.
- 5) Performs countermeasures activities for defective part due to extrusion curing process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 2

*O*ccupational definition for EXTRUSION CURING LINE LEADER

An Extrusion Curing Line Leader is designated to lead extrusion line and to assist Extrusion Supervisor in extrusion process.

In particular he/she:

- 1) Ensures that extrusion curing processes are fully understood before commencing an operation.
- 2) Understands inspection instructions and verify the job are performed accordingly.
- 3) Ensures that items are produced in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Extrusion Supervisor.
- 5) Completes full production and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and to report these to Extrusion Supervisor.
- 7) Ensures that extrusion curing material and fully identified against the job number at all time during production process.
- 8) Verifies all activities related to 5S at workplace are performed accordingly.
- 9) Verifies autonomous maintenance activities are carried out.
- 10) Performs any other tasks as assigned by Extrusion Supervisor.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for EXTRUSION CUTTING OPERATOR

An Extrusion Cutting Operator is designated to perform operation of extrusion cutting process within extrusion line.

In particular he/she:

- 1) Performs extrusion cutting process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output.
- 4) Reports any abnormalities with regard to extrusion cutting processes to Extrusion Supervisor.
- 5) Performs countermeasures activities for defective part due to extrusion cutting process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 1

*O*ccupational definition for EXTRUSION DIE CUT OPERATOR

An Extrusion Die Cut Operator is designated to perform operation of extrusion die cut process within extrusion line.

In particular he/she:

- 1) Performs extrusion die cut process using applicable equipment.
- 2) Performs inspection on parts being produced.
- 3) Records production output in provided logbook.
- 4) Reports any abnormalities with regard to extrusion die cut processes to Extrusion Supervisor.
- 5) Performs countermeasures activities for defective part due to extrusion die cut process.
- 6) Participates in improvement activities such as Kaizen and 5S.
- 7) Performs other duties as specified by superior.

DRY RUBBER PRODUCT MANUFACTURING

Level 3

*O*ccupational definition for EXTRUSION SUPERVISOR

An Extrusion Supervisor is designated to supervise and coordinate activities relating to extrusion department.

In particular he/she:

- 1) Supervises and coordinates activities of workers engaged in extruded rubber products.
- 2) Applies knowledge of extrusion machine setup and operating techniques and production methods.
- 3) Reads operating logs to identify inoperative extrusion machines.
- 4) Determines reasons for machine malfunction and arranges for machine repair.
- 5) Reviews production schedules and work orders and assign duties to workers according to order priorities.
- 6) Studies quality control reports to identify product defects and direct machine operators to adjust machines to eliminate flaws.
- 7) Examines extruded products from each machine to verify conformance to specifications.
- 8) Conducts and direct training of new employees in extrusion machine operation and processes.
- 9) Confers with management and other supervisors to resolve production problems.
- 10) Performs other duties as instructed by the management.

DRY RUBBER PRODUCT MANUFACTURING

Level 4

*O*ccupational definition for **EXTRUSION ASSISTANT MANAGER**

An Extrusion Assistant Manager is designated to assist Extrusion Manager to plan, manage and control on extrusion department to achieve the required performance standard.

In particular he/she:

- 1) Assists Extrusion Manager in planning, managing and controlling of moulding department to achieve the required performance standard.
- 2) Assists Extrusion Manager to plan departmental budget.
- 3) Evaluates training needs, develop schedule and assist in implementation of training to ensure effective training requirement are achieved for operating personnel to enhance skills and knowledge for optimum operation and maintenance of extrusion department.
- 4) Monitors and controls implementation of extrusion department activities to ensure overall effectiveness of extrusion department performance.
- 5) Implements safety requirement to minimize hazard at extrusion department.
- 6) Ensures the production of extrusion meet the production schedule on time.
- 7) Monitors the production & quality performance as per customer specification.
- 8) Ensures the capacity planning of each section.
- 9) Ensures the manpower of extrusion section is properly planned.

- 10) Coordinates, monitors and confirms the pilot run and mass production.
- 11) Monitors the continuous improvement activity and 5S.
- 12) Monitors the production planning process to ensure that customers' needs are fulfilled.
- 13) Performs any other job functions as instructed by the management from time to time.

DRY RUBBER PRODUCT MANUFACTURING

Level 5

*O*ccupational definition for EXTRUSION MANAGER

An Extrusion Manager is designated to manage and oversee the overall functions of extrusion department.

In particular he/she:

- 1) Manages and oversees the overall functions of extrusion department.
- 2) Monitors overall department operational budget.
- 3) Monitors, plans and improves extrusion department equipment and facilities utilization and efficiency.
- 4) Ensures training programme for extrusion department staff are conducted effectively.
- 5) Monitors and upkeeps of the extrusion department equipment and facilities as per annual preventive maintenance schedule.
- 6) Manages, maintains, monitors and improves extrusion department housekeeping and continuous improvement.
- 7) Reports on the performance of extrusion department to the management.
- 8) Ensures smooth running of department and inter department liaison.
- 9) Performs any other job functions as instructed by the management from time to time.

RESEARCH AND DEVELOPMENT

LEVEL 1

GENERAL MACHINIST

LEVEL 2

DESIGN TECHNICIAN

TOOL & DIE TECHNICIAN

TOOL & DIE DRAUGHTMAN

LEVEL 3

SENIOR DESIGN TECHNICIAN

SENIOR TOOL & DIE TECHNICIAN

LEVEL 4

R & D ASSISTANT MANAGER

LEVEL 5

R & D MANAGER

RESEARCH AND DEVELOPMENT

Level 1

*O*ccupational definition for **GENERAL MACHINIST**

A General Machinist is designed to perform the operation of machining activities within R & D department.

In particular he/she:

- 1) Performs machining job to assist Tool & Die Technician in producing components for tool & die set.
- 2) Ensures all equipment and machining are in good order.
- 3) Follows related standard operating procedures.
- 4) Performs inspection on parts being machined.
- 5) Records related inspection data for jig and fixtures being machined.
- 6) Carries out countermeasures action for defective parts and abnormal machining process.
- 7) Performs other duties as specified by Tool & Die Technician.

RESEARCH AND DEVELOPMENT

Level 2

*O*ccupational definition for DESIGN TECHNICIAN

A Design Technician is designated to perform tasks related to the design process for tool & die development and making.

In particular he/she:

- 1) Takes part in feasibility study for all new projects.
- 2) Works with design team to design and making tools and dies for development, production engineering and tools/dies maintenance department.
- 3) Prepares and ensures tools and dies/molds design schedule in line with master development schedule.
- 4) Works with Tool & Die Technician to perform die and mould touch up, testing and preparing samples for on-time submission.
- 5) Provides input for preparing SOP/process standard for new part or new process to production.
- 6) Provides input for material sourcing to ensure the right material to make more reliable and better workable die and tools for continuous improvement activities.
- 7) Attends to any task delegated by the superiors as and when required by them.
- 8) Performs any other assignment as may be given from time to time by the top management.

RESEARCH AND DEVELOPMENT

Level 3

*O*ccupational definition for **SENIOR DESIGN TECHNICIAN**

A Senior Design Technician is designated to assist R & D Assistant Manager to ensure tasks related to the design process for tool & die development and making are carried out to the required quality.

In particular he/she:

- 1) Takes part in feasibility study for all new projects.
- 2) Works with design team to design and making tools and dies for development, production engineering and tools/dies maintenance department.
- 3) Verifies and ensure tools and dies/molds design schedule in line with master development schedule.
- 4) Verifies the die and mould touch-up activities.
- 5) Monitors testing and approved samples for submission.
- 6) Monitors testing and verify SOP/process standard for new part or new process to production.
- 7) Ensures the right materials are applied to make more reliable and better workable die and tools for continuous improvement activities.
- 8) Performs any other assignment as may be given from time to time by the top management.

RESEARCH AND DEVELOPMENT

Level 2

*O*ccupational definition for **TOOL & DIE DRAUGHTMAN**

A Tool & Die Draughtsman is designated to perform job related to tool and die drawing preparation to provide for tool and die assembly.

In particular he/she:

- 1) Operates Auto CAD System for drawing preparation.
- 2) Assists Senior Tool and Die Technician in reviewing drawing.
- 3) Keeps drawing up to date and compile drawing.
- 4) Obsoletes old revision of drawing to prevent from any inadvertent usage.
- 5) Liaises with other department in selection correct tool & die component prior to prepare drawing.
- 6) Verifies activities related to 5S and participate in improvement activities.
- 7) Performs other duties as specified by Senior Tool and Die Technician.

RESEARCH AND DEVELOPMENT

Level 2

*O*ccupational definition for **TOOL & DIE TECHNICIAN**

A Tool & Die Technician is designated to perform tasks related to tool & die development and maintenance.

In particular he/she:

- 1) Prepares and ensures tools and dies/molds making schedule in line with master development schedule.
- 2) Performs die and mould touch up, testing and preparing samples for on-time submission.
- 3) Follow-up with subcontractor on tools and die making, if any.
- 4) Prepares SOP/Process standard when introducing new part or new process to production.
- 5) Upkeeps master sample for reference purpose and maintaining the sample logbook.
- 6) Prepares die, mould and punching mould history card when introducing new part to production.
- 7) Sources for right material to make more reliable and better workable die and tools for continuous improvement activities.
- 8) Attends to any task delegated by the superiors as and when required by them.
- 9) Performs any other assignment as may be given from time to time by the top management.

RESEARCH AND DEVELOPMENT

Level 3

*O*ccupational definition for SENIOR TOOL & DIE TECHNICIAN

A Senior Tool & Die Technician is designated to assist R & D Assistant Manager to ensure all activities related to tool & die development and maintenance are performed according to required quality.

In particular he/she:

- 1) Monitors and ensures tools and dies/molds making schedule in line with master development schedule.
- 2) Verifies die and mould touch-up processes.
- 3) Verifies testing results for mould and die trial.
- 4) Monitors subcontractor performance on tools and die making, if any.
- 5) Tests and verifies SOP/process standard when introducing new part or new process to production.
- 6) Monitors the up-keeping of master sample for reference purpose.
- 7) Verifies die, mould and punching mould history card when introducing new part to production.
- 8) Verifies the right material to make more reliable and better workable die and tools for continuous improvement activities.
- 9) Performs any other assignment as may be given from time to time by the management.

RESEARCH AND DEVELOPMENT

Level 4

*O*ccupational definition for R & D ASSISTANT MANAGER

A R & D Assistant Manager is designated to assist R & D Manager to ensure tasks related to the design & developments are carried out to the required quality.

In particular he/she:

- 1) Leads and ensures all feasibility study & costing are realistic.
- 2) Develops and submits master schedule to customer.
- 3) Assists the design and making of new part and process development.
- 4) Ensures the progresses are on track with the master development schedule for on time sample submission.
- 5) Leads the design team for designing and making of tools and dies for development.
- 6) Monitors and controls on technician or down-lines performance and guide them to achieve target.
- 7) Verifies samples before submission.
- 8) Monitors testing and verifies SOP/process standard for new part or new process to production.
- 9) Ensures the right materials are applied to make more reliable and better workable die and tools for continuous improvement activities.
- 10) Performs any other assignment as may be given from time to time by the top management.

RESEARCH AND DEVELOPMENT

Level 5

*O*ccupational definition for R & D MANAGER

A R & D Manager is designated to manage R & D Department to ensure all tasks related to the design & developments are carried out to the required quality.

In particular he/she:

- 1) Approves and ensures all feasibility study & costing are realistic and workable.
- 2) Approves and submits master schedule to customer.
- 3) Approves and ensures the design and making of new part and process development are on track with the master development schedule for on time sample submission.
- 4) Oversees and monitors on technician or down lines performance and guide them to achieve target.
- 5) Approves and ensures SOP and process standard and other parameter are feasible when phasing in new part or new process to production.
- 6) Monitors and controls on actual mass production part cost variance against quotation and identify the root cause for continuous cost improvement.
- 7) Monitors and controls progress of outstanding projects under development to be on track to original dates.
- 8) Reports and updates management on development progress status and development activities as a whole.
- 9) Functions as APQP team leader and approve and ensure the APQP activities/documentation in place.
- 10) Performs any other assignment as may be given from time to time by the top management.

EFFLUENT TREATMENT PLANT

LEVEL 1

NOT AVAILABLE

LEVEL 2

TREATMENT PLANT TECHNICIAN

LEVEL 3

TREATMENT PLANT SUPERVISOR

LEVEL 4

TREATMENT PLANT ASSISTANT MANAGER

LEVEL 5

TREATMENT PLANT MANAGER

EFFLUENT TREATMENT PLANT

Level 2

*O*ccupational definition for TREATMENT PLANT TECHNICIAN

A Treatment Plant Technician is designated to assure waste treated/production meets to DOE standard and company regulations.

In particular he/she:

- 1) Assures waste treated/production meets to DOE standard and company regulations.
- 2) Assures equipment and machinery is upkeep and good condition to operate.
- 3) Assists Treatment Plant Supervisor to any work task related to operational activity.
- 4) Assists maintenance department in case of machine brake down and trouble shooting.
- 5) Performs preventive maintenance activities on treatment plant facilities in accordance to annual TPM schedule.
- 6) Maintains working area in good housekeeping and 5S.
- 7) Participates in SHE activities, i.e. to ensure environment sampling activity is being done.
- 8) Ensures no over flow of leach ate water from treatment plant.
- 9) Performs any other job functions as instructed by the management from time to time.

EFFLUENT TREATMENT PLANT

Level 3

*O*ccupational definition for TREATMENT PLANT SUPERVISOR

A Treatment Plant Supervisor is designated to manage subordinate for operation and maintenance treatment plant to ensure plant meet DOE standard and company regulations.

In particular he/she:

- 1) Assists Treatment Plant Assistant Manager in process record keeping and inventory record.
- 2) Ensures treatment Plant area in good housekeeping.
- 3) Assists Treatment Plant Assistant Manager and Maintenance on trouble shooting.
- 4) Liaises with other related department for plant and process improvement.
- 5) Ensures operation equipment and machinery is upkeep and maintain and oversee TPM activity in the department.
- 6) Assures any test or result analysis for treatment plant to be done or keep.i.e. C.O.D. and B.O.D or any test related to environment.
- 7) Ensures no overflow of effluents to the environment.
- 8) Performs any other job functions as instructed by the management from time to time.

EFFLUENT TREATMENT PLANT

Level 4

Occupational definition for TREATMENT PLANT ASSISTANT MANAGER

A Treatment Plant Assistant Manager designated to formulate implementation plan, manage and control on treatment plant to achieve the required performance standard.

In particular he/she:

- 1) Assists Treatment Plant Manager in planning, managing and controlling of treatment plant to achieve the required performance standard.
- 2) Assists Treatment Plant Manager to plan departmental budget.
- 3) Evaluates training needs, develop schedule and assist in implementation of training to ensure effective training requirement are achieved for operating personnel to enhance skills and knowledge for optimum operation and maintenance of treatment plant.
- 4) Monitors and controls implementation of treatment plant activities to ensure overall effectiveness of treatment plant performance.
- 5) Implements safety requirement to minimize hazard at treatment plants.
- 6) Conducts process audit for treatment plant and develop specific plan to meet regulatory requirement.
- 7) Analyzes efficient results and propose mitigation for failing plants to meet regulator performance standards.
- 8) Organizes and ensures all public complaints are resolves within agreed level of service.
- 9) Performs any other job functions as instructed by the management from time to time.

EFFLUENT TREATMENT PLANT

Level 5

*O*ccupational definition for TREATMENT PLANT MANAGER

A Treatment Plant Manager is designated to manage and oversee the overall functions of Treatment Plants.

In particular he/she:

- 1) Manages and oversees the overall functions of treatment plants.
- 2) Ensures compliance to license, policy and any applicable legal requirements.
- 3) Monitors overall department operational budget.
- 4) Liaison with DOE on legal requirement and enquiry.
- 5) Monitors, plans and improves treatment plant/facilities utilization and efficiency.
- 6) Ensures training programme for treatment plant staff are conducted effectively.
- 7) Monitors and upkeeps of the treatment plant equipment and facilities.
- 8) Manages, maintains, monitors and improves plant housekeeping.
- 9) Reports on the performance of treatment plant to the management.
- 10) Ensures smooth running of department and inter department liaison.
- 11) Performs any other job functions as instructed by the management from time to time.

QUALITY ASSURANCE

LEVEL 1

QUALITY ASSURANCE OPERATOR

LEVEL 2

**SUPPLIER QUALITY ASSURANCE LEADER
WARRANTY QUALITY ASSURANCE LEADER
CALIBRATION LINE LEADER
PROCESS LINE LEADER**

LEVEL 3

QUALITY ASSURANCE SUPERVISOR

LEVEL 4

ASSISTANT QUALITY ASSURANCE MANAGER

LEVEL 5

QUALITY ASSURANCE MANAGER

QUALITY ASSURANCE

Level 1

*O*ccupational definition for **QUALITY ASSURANCE OPERATOR**

A Quality Assurance Operator is designated to execute quality assurance activity in the company.

In particular he/she:

- 1) Checks profile/product according to customer requirements and specifications.
- 2) Conducts internal calibration of basic mechanical instruments (such as caliper, temperature controller, timer and etc.).
- 3) Conducts incoming/in process/outgoing inspection according to the control plan.
- 4) Ensures all rejected parts been sorted by production operator.
- 5) Feedbacks to end user if there is any problem arise.
- 6) Participates in improvement activation such as QCC and Kaizen.
- 7) Performs any other assignment as may be given from time to time by the management.

QUALITY ASSURANCE

Level 2

*O*ccupational definition for **PROCESS LINE LEADER**

A Process Line Leader is designated to carry out verification job for inspection activities and assist Quality Assurance Supervisor within quality assurance department.

In particular he/she:

- 1) Verifies inspection activities carried out by Quality Inspector.
- 2) Liaises with other related department to initiate corrective action.
- 3) Reports any abnormalities to Quality Assurance Supervisor.
- 4) Verifies all inspection equipment and gauges being used are in good order.
- 5) Rectifies processes which out of specifications.
- 6) Participates in improvement activation such as QCC and Kaizen.
- 7) Performs other duties as specified by Quality Supervisor.

QUALITY ASSURANCE

Level 2

*O*ccupational definition for **CALIBRATION LINE LEADER**

A Calibration Line Leader is designated to performed job related to calibration activities and assist Quality Assurance Supervisor within quality assurance department.

In particular he/she:

- 1) Conducts daily calibration process for inspection equipment and gauges.
- 2) Performs calibration activities according to annual calibration schedule.
- 3) Records all calibration data's into provided check sheet.
- 4) Issues measuring instrument and gauges to inspector.
- 5) Fixes sticker on calibrated measuring instrument and gauges.
- 6) Conducts 5S activities at workplace.
- 7) Performs any other assignments as may be given time to time by Quality Assurance Supervisor.

QUALITY ASSURANCE

Level 2

Occupational definition for **WARRANTY QUALITY ASSURANCE LEADER**

A Warranty Quality Assurance Leader is designated to perform job associated with warranty issue and to assist Quality Assurance Supervisor.

In particular he/she:

- 1) Assists Quality Assurance Supervisor to liaison with other party related to warranty matter.
- 2) Records complaint received from customer pertaining quality matters.
- 3) Initiates corrective action and measures together with another related department.
- 4) Disseminates information's to customer pertaining to quality and service matters.
- 5) Participates in improvement activities such as Kaizen and QCC.
- 6) Performs any other duties as specified by Quality Supervisor.

QUALITY ASSURANCE

Level 2

*O*ccupational definition for **SUPPLIER QUALITY ASSURANCE LEADER**

A Supplier Quality Assurance Leader is designated to perform quality assurance activities regarding to supplier's quality.

In particular he/she:

- 1) Inspects quality performance of parts, components and materials produced by suppliers.
- 2) Conducts surveillance audit at supplier's site.
- 3) Evaluates supplier's performance and update approved supplier list as specified by SOP.
- 4) Prepares monthly rating for approved suppliers.
- 5) Participates in improvement activities such as Kaizen and QCC.
- 6) Performs any other assignment as may be given from time to time by the management.

QUALITY ASSURANCE

Level 3

*O*ccupational definition for **QUALITY ASSURANCE SUPERVISOR**

A Quality Assurance Supervisor is designated to supervise and coordinate all quality assurance activities in the company.

In particular he/she:

- 1) Supervises and coordinates activities of quality assurance department.
- 2) Coordinates the cross functional team such as production, shipping and logistic/warehousing department on matters relating to product quality and quality assurance.
- 3) Works with Assistant Quality Assurance Manager to schedule the personnel, plan and equipment to meet quality target.
- 4) Assists trouble-shooting and problem-solving process in the company.
- 5) Evaluates training and ensuring quality disciplines.
- 6) Monitors day-to-day inspection on incoming material/chemical/and others.
- 7) Conducts COA (Certificate of Analysis) for incoming material.
- 8) Analyzes data for quality inspection.
- 9) Performs any other assignment as may be given from time to time by the Management.

QUALITY ASSURANCE

Level 4

Occupational definition for ASSISTANT QUALITY ASSURANCE MANAGER

An Assistant Quality Assurance Manager is designated to assist manage, supervise and coordinate all quality assurance activities in quality department.

In particular he/she:

- 1) Assists to manage, supervises and coordinates all activities of quality assurance activities and quality department.
- 2) Coordinates the cross functional team such as production, shipping and logistic/warehousing department for improvement activities.
- 3) Plans and schedules the personnel and equipment to meet quality target.
- 4) Leads trouble-shooting and problem-solving process with regards to quality issues.
- 5) Plans and evaluates training for quality assurance department staffs.
- 6) Ensures disciplines of quality assurance are adhered at all time in the process.
- 7) Monitors and implements quality tools and techniques such as FMEA, APQP, MSA and SPC in production process.
- 8) Verifies all quality check sheet and report including COA.
- 9) Analyzes data for quality improvement on processes.
- 10) Performs any other assignment as may be given from time to time by the management.

QUALITY ASSURANCE

Level 5

*O*ccupational definition for **QUALITY ASSURANCE MANAGER**

A Quality Assurance Manager is designated to manage, supervise and coordinate all quality assurance activities in quality assurance department.

In particular he/she:

- 1) Plans, directs, controls, manages and coordinates the general function of quality assurance activities/department.
- 2) Manages, supervises and coordinates all quality assurance activities.
- 3) Leads the cross functional team such as production, shipping and logistic/warehousing department on quality related issues.
- 4) Verifies plans and schedules the personnel and equipment to meet quality target.
- 5) Ensures trouble-shooting and problem-solving process on matters relating to quality are adhered.
- 6) Evaluates training and ensures quality disciplines are complied all the time.
- 7) Ensures the implementation of quality tools and techniques such as FMEA, APQP, MSA and SPC in production processes.
- 8) Approves all quality check sheet and report including COA.
- 9) Ensures analyses of data are being carried out and lead all activities relating to quality improvement.
- 10) Approves all inspection activities and decide the status of product after inspection to ensure product quality meet customer requirements.
- 11) Performs any other assignment as may be given from time to time by the management.

MAINTENANCE

LEVEL 1

NOT AVAILABLE

LEVEL 2

WORKSHOP TECHNICAL STOREKEEPER

FITTER (B-160-2)

WELDER (H-025-2)

CHARGEMAN (C-030-2)

LEVEL 3

MAINTENANCE SUPERVISOR

CHARGEMAN (C-030-D)

LEVEL 4

MAINTENANCE ASSISTANT MANAGER

LEVEL 5

MAINTENANCE MANAGER

MAINTENANCE

Level 2

*O*ccupational definition for **WORKSHOP TECHNICAL STOREKEEPER**

A Workshop Technical Storekeeper is designated to maintain optimum stock level using to ensure that production is not hampered.

In particular he/she:

- 1) Initiates purchase request, receives, checks and issues materials and capital investment items to ensure the correct availability of material when required.
- 2) Establishes and maintains stock system for tools on loan to maintenance staff.
- 3) Ensures all stocks are labeled corresponding to Inventory system for quick and easy locating these materials without delay.
- 4) Obtains information on new machines and ensures ready stocks are made available when needed, at the same time ensure this new material is properly catalogue and labeled.
- 5) Identifies the minimum/maximum stock level to meet the requirement of the users.
- 6) Performs any other job functions as instructed by the management from time to time.

MAINTENANCE

Level 2

*O*ccupational definition for FITTER (B-160-2)

A Fitter (B-160-2) is designated to perform the operation and maintenance works at the plant.

In particular he/she:

- 1) Assists the Maintenance Supervisor to perform overall maintenance of the plant at site.
- 2) Performs repair and maintenance work inclusive of breakdown maintenance, plan preventive maintenance, routine inspection and corrective maintenance as recommended by manufacturer.
- 3) Assists management to maintain the maintenance of workshop tools equipment, spare parts and stock inventory.
- 4) Assists the management in implementation of health, safety and environment program procedures and quality assurance while performing duties.
- 5) Assists the management in maintaining and ensuring that plant operation meets the relevant standard regulation or procedures imposed by company or any relevant authorities.
- 6) Assists the management to improve/maintain the efficiency and productivity of the plant operation.
- 7) Maintains the safety, health and housekeeping of the plant as required by standard of regulation or procedures stated by relevant parties and management.
- 8) Assists in the preparation of the relevant reports as directed by management.

MAINTENANCE

Level 2

*O*ccupational definition for WELDER (H-025-2)

A Welder (H-025-2) is designated to perform welding work in maintenance department.

In particular he/she:

- 1) Performs welding works on machines/equipment for repairing purpose.
- 2) Identifies the necessary machines for repair works.
- 3) Standby duties/on call for breakdown.
- 4) To fill-up time sheet form for daily jobs.
- 5) Participates in improvement activation such as QCC and Kaizen.
- 6) Perform housekeeping activities such as 5S.
- 7) To execute any other work related duties as assigned by superior from time to time.

MAINTENANCE

Level 2

*O*ccupational definition for **CHARGEMAN (C-030-2)**

A Chargeman (C-030-2) is designated to attend to daily maintenance works requested by maintenance department/factory as assigned by Senior Chargeman.

In particular he/she:

- 1) Identifies and plans for specific resource required in carrying out maintenance works.
- 2) Ensures progress of maintenance works as planned.
- 3) Supervises technicians in carrying out maintenance works.
- 4) Reports of actual resources used and action taken after completion of maintenance works.
- 5) Participates in improvement activation such as QCC and Kaizen.
- 6) Perform housekeeping activities such as 5S.
- 7) Performs any other job functions as instructed by the Management from time to time.

MAINTENANCE

Level 3

*O*ccupational definition for MAINTENANCE SUPERVISOR

A Maintenance Supervisor is designated to verify all breakdown and preventive maintenance on all equipment and machineries in plant/factory.

In particular he/she:

- 1) Assigns repairs to respective mechanic/welder/electrician and contractors.
- 2) Checks and verifies the repairs and request necessary spare parts.
- 3) Provides technical advice to all staff under his/her supervision.
- 4) Schedules and arranges vehicles and equipment for inspection and servicing.
- 5) Prepares and submits daily progress report on vehicle and equipment availability to respective manager and update vehicle records.
- 6) Participates in improvement activation such as QCC and Kaizen.
- 7) Perform housekeeping activities such as 5S.
- 8) Performs standby duties/on call for breakdown.
- 9) Executes any other work related duties as assigned from time to time.

MAINTENANCE

Level 3

*O*ccupational definition for **CHARGEMAN (C-030-D)**

A Chargeman (C-030-D) is designated to attend to daily maintenance works requested by operation department/plants as assigned by engineer.

In particular he/she:

- 1) Identifies and plans for specific resource required in carrying out maintenance works.
- 2) Ensures progress of maintenance works as planned.
- 3) Supervises technicians in carrying out maintenance works.
- 4) Reports of actual resources used and action taken after completion of maintenance works.
- 5) Participates in improvement activation such as QCC and Kaizen.
- 6) Perform housekeeping activities such as 5S.
- 7) Performs any other job function as instructed by the management from time to time.

MAINTENANCE

Level 4

*O*ccupational definition for **MAINTENANCE ASSISTANT MANAGER**

A Maintenance Assistant Manager is designated to assist manager to develop and manage the workshop.

In particular he/she:

- 1) Inspects and verifies the mechanical & electrical faults on plant equipment and machineries and prepare job orders for maintenance of equipment and machine.
- 2) Coordinates on the preparation of temporary orders, quotations, purchase orders and processing of invoices.
- 3) Coordinates with respective suppliers, contractors and vendors for subcontract works, purchasing spare parts and other consumable stock.
- 4) Supervises the subordinates work, overtime and welfare.
- 5) Liaisons with local authority and other government agencies on the vehicle licensing, inspection, accident, vandalism and other matters pertaining to vehicle.
- 6) Prepares and analyzes the fleet management and monthly progress report for submission to higher management.
- 7) Prepares and submits report as and when requested.
- 8) Executes any other work related task as assigned time to time.

MAINTENANCE

Level 5

*O*ccupational definition for MAINTENANCE MANAGER

A Maintenance Manager is designated to develop and manage the implementation of sound operating, management and administrative system for the maintenance activities.

In particular he/she:

- 1) Ensures that all approved policies, guideline and procedures for maintenance and the procurement procedures are being complied with.
- 2) Maintains and updates the company database on all moveable or non moveable assets and to safeguard them.
- 3) Ensures that the company machines and equipment are being properly maintained through proper maintenance procedures.
- 4) Sources for adequate parts suppliers and any other related activities and to provide recommendation approval by the General Manager.
- 5) Provides advice and source for new technological change.
- 6) Liaises with the relevant departments.
- 7) Coordinates the replacement, acquisition of equipment and machine.
- 8) Coordinates with vendor, supplier and contractor to acquire the best pricing and rate in term of spare parts and other consumable items.
- 9) Executes any other work related duties as assigned from time to time.

LOGISTIC & WAREHOUSE

LEVEL 1

PACKING OPERATOR

LEVEL 2

PACKING LINE LEADER

FINISHED GOOD TRANSPORTER

STOREKEEPER

LEVEL 3

WAREHOUSE SUPERVISOR

LEVEL 4

LOGISTIC & WAREHOUSE ASSISTANT MANAGER

LEVEL 5

LOGISTIC & WAREHOUSE MANAGER

LOGISTIC & WAREHOUSE

Level 1

*O*ccupational definition for **PACKING OPERATOR**

A Packing Operator is designated to pack all approved product according to customer requirements.

In particular he/she:

- 1) Finishes, sorts and mates pairs and pack rubber products and places them on conveyor.
- 2) Counts and tally production or records of finished goods on counter.
- 3) Inspects finished goods and place rejected products in boxes or racks for repair.
- 4) Packs finished goods according to customer requirements.
- 5) Ensures that the products are packed according to standard of quality required.
- 6) Performs activities relating to 5S at workplace.
- 7) Performs any other assignment as may be given from time to time by superior.

LOGISTIC & WAREHOUSE

Level 2

*O*ccupational definition for **PACKING LINE LEADER**

A Packing Line Leader is designated to lead packing line and to assist Warehouse Supervisor within logistic and warehouse department.

In particular he/she:

- 1) Ensures that packing instructions are fully understood prior to commencing an operation.
- 2) Understands packing inspection instructions and verifies the jobs performed by packing operator.
- 3) Ensures that items are packed in compliance with specifications and order requirements.
- 4) Reports any abnormalities to Warehouse Supervisor.
- 5) Completes packing process and inspection records for each job, as required.
- 6) Identifies and segregates non-conforming material and products and to report these to Warehouse Supervisor.
- 7) Ensures that packing goods are fully identified against the job number at all time during packing process.
- 8) Verifies all activities related to 5S at work place are performed accordingly.
- 9) Performs any other tasks as assigned by Warehouse Supervisor.

LOGISTIC & WAREHOUSE

Level 2

*O*ccupational definition for **FINISHED GOOD TRANSPORTER**

A Finished Good Transporter is designated to perform job related to in-house transporter within logistic and warehouse department.

In particular he/she:

- 1) Ensures finished good being carried according to process requirement.
- 2) Conducts daily checking for all products being transferred to another place.
- 3) Maintains vehicle/equipment in good order.
- 4) Performs preventive maintenance according annual TPM schedule.
- 5) Reports any abnormalities to Warehouse Supervisor.
- 6) Performs any other duties as specified by Warehouse Supervisor.

LOGISTIC & WAREHOUSE

Level 2

*O*ccupational definition for STOREKEEPER

A Storekeeper is designated to perform job activities with regard storage activities within logistic and warehouse department.

In particular he/she:

- 1) Checks stock of ran material received from supplier.
- 2) Performs visual inspection for incoming material.
- 3) Records data in Good Receive Notes (GRN).
- 4) Informs other related department for detective incoming parts.
- 5) Issues material to production section.
- 6) Updates stock of finished goods.
- 7) Participates all activities related to 5S at store area.
- 8) Performs other duties as specified by Warehouse Supervisor.

LOGISTIC & WAREHOUSE

Level 3

*O*ccupational definition for WAREHOUSE SUPERVISOR

A Warehouse Supervisor is designated to supervise, observe and monitor the daily warehouse management.

In particular he/she:

- 1) Assists Manager and Assistant Manager in logistic & warehouse activities.
- 2) Supervises and monitors delivery schedule to customers.
- 3) Checks equipment, tool, machine and maintain regularly.
- 4) Supervises staff to adhere in line of SOP and regulations.
- 5) Trains new staff and refresher training to operation staffs.
- 6) Takes inventory of all incoming and outgoing products and material.
- 7) To stand in for transport controller.
- 8) Performs any other job functions as instructed by the management from time to time.

LOGISTIC & WAREHOUSE

Level 4

Occupational definition for LOGISTIC & WAREHOUSE ASSISTANT MANAGER

A Logistic & Warehouse Assistant Manager is designated to assist Logistic & Warehouse Manager in implementing the plan of the overall functions of logistic & warehouse department.

In particular he/she:

- 1) Assists Logistic & Warehouse Manager to oversee the overall functions of logistic & warehouse department.
- 2) Assists Logistic & Warehouse Manager to monitor department operation budget.
- 3) Reports on the progress or development of operation work daily.
- 4) Maintains equipment, tool, machine and maintain regularly.
- 5) Monitors sub-ordinate activities that related to their normal routine works of plant's operation.
- 6) Conducts training to staff and transporter.
- 7) Prepares report to management.
- 8) Monitors updated the machineries performance for both rental and own by the company.
- 9) Monitors, maintains and improves of department housekeeping and 5S.
- 10) Performs any job function as instructed by the management from time to time.

LOGISTIC & WAREHOUSE

Level 5

*O*ccupational definition for LOGISTIC & WAREHOUSE MANAGER

A Logistic Manager & Warehouse Manager is designated to manage, plan, and coordinate the overall functions of logistic & planning management.

In particular he/she:

- 1) Manages and oversees the overall functions of logistic & warehouse department.
- 2) Ensures compliance to license, organization policy and any applicable legal requirements.
- 3) Monitors overall department operational budget.
- 4) Liaises with DOE on legal requirements and enquiries.
- 5) Liaises with all relevant government department/agencies on matters relating to logistic and custom duty.
- 6) Monitors, plans and improves department utilization and efficiency.
- 7) Trains and assesses operators, leaders and supervisors, competency.
- 8) Strives to reduce production cost and maximize production output, i.e to ensure high plant efficiency through optimization of resources.
- 9) Manages, maintains, monitors and improves department housekeeping and 5S.
- 10) Manages the machineries performance for both rental and own by the company i.e. internal truck, forklift, lorries etc. which to ensure machinery good condition for operating.

- 11) Reports on the progress or development of operation work daily.
- 12) Presents report to management.
- 13) Ensures smooth running of department and inter department liaison.
- 14) Acts as departmental representative/working committee for ISO 9001, 14001 & OHSAS 18001.
- 15) Performs any other job functions as instructed by the management from time to time.

LABORATORY

LEVEL 1

NOT AVAILABLE

LEVEL 2

**MATERIAL LAB TECHNICIAN
PRODUCT TESTING LAB TECHNICIAN**

LEVEL 3

**MATERIAL LAB SUPERVISOR
PRODUCT TESTING LAB SUPERVISOR**

LEVEL 4

**ASSISTANT CHEMIST
LABORATORY ASSISTANT MANAGER**

LEVEL 5

**CHEMIST
LABORATORY MANAGER**

LABORATORY

Level 2

*O*ccupational definition for MATERIAL LABORATORY TECHNICIAN

A Material Laboratory Technician is designated to carry out analysis on sample received by the laboratory.

In particular he/she:

- 1) Conducts daily lab checking activities (compound & profile).
- 2) Inspects incoming material follow internal standard/specifications (by C.O.A).
- 3) Carries out periodical report submission.
- 4) Performs internal calibration activities.
- 5) Conducts all testing by using internal equipment as required by the product specifications.
- 6) Prepares all testing method & equipment Standard Operating Procedures (S.O.P).
- 7) Conducts 5S activities at work place.
- 8) Performs any other assignments as may be given from time to time by the Material Lab Supervisor.

LABORATORY

Level 3

*O*ccupational definition for MATERIAL LAB SUPERVISOR

A Material Laboratory Supervisor is designated to supervise and coordinate all activities pertaining to laboratory.

In particular he/she:

- 1) Supervises and coordinates all activities in the material laboratory.
- 2) Supervises Material Laboratory Technician.
- 3) Assists in R&D project for newly develop parts/products.
- 4) Participates in feasibility study for all new projects.
- 5) Assists in trouble-shooting and problem-solving process.
- 6) Monitors stocks of laboratory consumables.
- 7) Requests for purchase of equipments, consumables and spare parts used in laboratory.
- 8) Attends to any task delegated by the superiors as and when required by them.

LABORATORY

Level 4

*O*ccupational definition for ASSISTANT CHEMIST

An Assistant Chemist is designated to assist chemist to design, formulate and generate rubber compound recipe to ensure customer specifications and requirements are complied.

In particular he/she:

- 1) Understands all the testing requirements before design formulation.
- 2) Designs compound formulation for new development & improvement project.
- 3) Ensures the formula run smoothly in production line.
- 4) Studies new material for new project & improvement project.
- 5) Works together with laboratory to ensure the test method follow customer requirements.
- 6) Leads trouble-shooting and solving-problem when any problem related to material, compound and formulation.
- 7) Works together with development team to produce acceptable sample on time.
- 8) Verifies all testing method & equipment Standard Operating Procedure (S.O.P) are complied.
- 9) Performs any other jobs as instructed by the Management from time to time.

LABORATORY

Level 5

*O*ccupational definition for CHEMIST

A Chemist is designated to design, formulate and generate rubber compound recipe to ensure customer specifications and requirements are complied.

In particular he/she:

- 1) Responsible for formulation of rubber compound recipe or formula to meet customer's specifications and requirements.
- 2) Liaises with vendor on quality issue on all raw material purchased and to engage vendor for master batch and compound mixing services.
- 3) Generates compound mixing procedure for compounding and material preparation use.
- 4) Establishes documentation on all compound formulation or recipe and proper filing of recipe to ensure confidentially and safe-keeping.
- 5) Leads and ensures troubleshoot on material and compounding process for continuous process.
- 6) Maintains all laboratory equipments in good condition and ensure the equipment to yield result according to customer requirement.
- 7) Develops all testing method pertaining to material and rubber compound.
- 8) Performs any other jobs as instructed by the Management from time to time.

LABORATORY

Level 2

*O*ccupational definition for **PRODUCT TESTING LAB TECHNICIAN**

A Product Testing Laboratory Technician is designated to test and coordinate testing activities as per quality control plan.

In particular he/she:

- 1) Conducts daily testing conducted by the laboratory to comply with the customer requirements.
- 2) Performs all of internal and external physical testing as specified by the specifications.
- 3) Prepares calibration schedule and carry out internal calibration as per schedule.
- 4) Conducts and monitors new testing methods.
- 5) Prepares the standard operating procedure for equipment, testing, verification and calibration.
- 6) Conducts internal calibration of equipment and verification of inspection jig.
- 7) Inspects and verifies new inspection jig or equipment.
- 8) Delivers any other tasks asked by the superior.

LABORATORY

Level 3

*O*ccupational definition for **PRODUCT TESTING LAB SUPERVISOR**

A Product Testing Laboratory Supervisor is designated to supervise and coordinate all activities pertaining to laboratory.

In particular he/she:

- 1) Supervises and coordinates all activities in the product testing laboratory.
- 2) Supervises Product Testing Laboratory Technician.
- 3) Assists in R&D project for newly develop parts/products.
- 4) Participates in feasibility study for all new projects.
- 5) Assists troubles-shooting and problem-solving process.
- 6) Monitors stocks of product testing laboratory consumables.
- 7) Requests for purchase of equipment, consumables and spare parts used in product testing laboratory.
- 8) Attends to any task delegated by the superiors as and when required by them.

LABORATORY

Level 4

*O*ccupational definition for **LABORATORY ASSISTANT MANAGER**

A Laboratory Assistant Manager is designated to assist Laboratory Manager to manage the laboratory.

In particular he/she:

- 1) Assists Laboratory Manager to prepare department budget and control.
- 2) Coaches Product Testing Supervisor on testing methods and requirements for newly developed products.
- 3) Participates in development of testing requirements for new material or products on new project & improvement project.
- 4) Works together with material lab to ensure the test method follow customer requirement.
- 5) Leads trouble-shooting and solving-problem when any problem related to product and material testing.
- 6) Works together with development team to produce acceptable sample on time.
- 7) Verifies all testing method & equipment Standard Operating Procedure (S.O.P) are complied.
- 8) Performs any other jobs as instructed by the Management from time to time.

LABORATORY

Level 5

*O*ccupational definition for LABORATORY MANAGER

A Laboratory Manager is designated to design, formulate and generate rubber compound recipe to ensure customer specifications and requirements are complied.

In particular he/she:

- 1) Manages and prepares operational budget for laboratory.
- 2) Liaises with customers on testing requirements and acceptance criteria for all products.
- 3) Establishes testing procedures as specified by customers and products requirements.
- 4) Ensures troubleshoot on product testing process are adhered to for continuous process.
- 5) Maintains all laboratory equipments in good condition and ensure the equipment to yield result according to customer requirements.
- 6) Prepares report to the Management on the overall performance of the laboratory.
- 7) Ensures all newly develop products are tested according to the specifications.
- 8) Involves in all new product development process according to APQP manual.
- 9) Attends any other assignment designated by the Management.

