

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Feeder boy KBA, Offset Department

Prepared by <i>Amir Imtiaz</i>	Approved by <i>BUM FC</i>	PAGE 1(1)	REV 2	DATE 01.07.2024	DOC NO. JD/Offset/BUC/07
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Job Identification:

Position : Machine feeder boy
Location : Offset Department

Key Organizational Relationship

Accountable To : Incharge, Offset

Basic Functions

1. To ensure effective implementation of the instructions given by Incharge Offset
2. Assist operators to lead the new projects for efficiency and development
3. Waste reduction by ensuring continuous running of the press

Duties and Responsibilities

1. To ensure pile to pile operation with proper pile card protocol
2. Proper feeder settings (air supply, governor, static charge, non-stop operation) to ensure that machine runs continuously
3. To ensure continuous machine operation without any stoppage due to feeder
4. To inspect the pile formation and remove any damaged paper if present
5. To reject the pile before loading it to press, if board deviates from the machine tolerance levels

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6. To insert the pile rejection sticker (red colored) on the rejected pile for QA inspection and likewise
7. To ensure machine cleaning specifically the machine feeder, feeder table, inking units
8. To clean the blankets with hand if need be
9. To assist the lead operator for cleaning the coating unit including the photopolymer and the impression cylinder
10. To assist the lead operator while repairing or replacing the blankets
11. To relieve the next shift's feeder boy in case of his absence and ensure productivity of the press in that shift as well
12. To fully cooperate with the lead operator and ensure effective machine operations to meet the OEE and waste targets
13. To assist the lead operator during the machine preventive plans
14. To keep on supporting the operator by sharing Kaizen ideas for improvement
15. Proper inspection of the feeder on daily basis and inform the operator for abnormalities
16. Tagging the machine properly using colored tags with the machine conditions
17. Ensure machine 5S activities are performed actively helping the floor's TPM coordinator
18. Adhering to all the PPEs (safety shoes, uniform, head caps, air plugs, gloves and masks)

