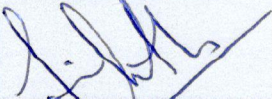
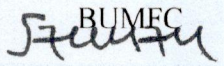


<b>PACKAGES CONVERTORS LIMITED</b> BU-FC	Document type
	Job Description
	Title <b>Lead Operator/Team Leader, Offset Department</b>

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
<b>Amir Imtiaz</b> 	<b>Salman Fazul –u- Rehman</b>  BUMFC	1(1)	3	02.02.2021	JD/Offset/BUC/04

Reviewed on (Date):	Reviewed on (Date):	Reviewed on (Date):	Reviewed on (Date):
Reviewed by:	Reviewed by:	Reviewed by:	Reviewed by:
Approved on (Date):	Approved on (Date):	Approved on (Date):	Approved on (Date):
Approved by:	Approved by:	Approved by:	Approved by:

Job Identification:

Position : **Lead Operator/Team Leader**  
 Location : **Offset Department**

Key Organizational Relationship

Accountable To : **Incharge, Offset**

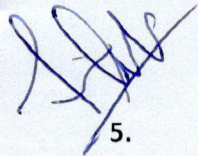
Basic Functions

1. To ensure effective implementation of the instructions given by Incharge Offset
2. Lead new projects for efficiency and development
3. Only good quality production
4. Waste segregation

Duties and Responsibilities

1. Take over the charge from the previous shift operator & exchange notes/instructions, if any
2. Fill complete checklists, go through job card carefully and make sure that all instructions are being followed
3. **To give approvals for all jobs**
4. Responsible for quality of output produced with check on input
  - a. **Ensure good quality production without any of the following**  
 Angle variation/stopper  
 variation/smudging/scumming/hickies/picking/ghosting/set off/drying of  
 water base/UV curing/color variation/ink piling/rubbing/scratches/stain  
 spots/water drops/oil drops etc





- b. Inspection for every pile and duly filling the production reports (completely)
- c. Waste segregation by ensuring that good pile contains only good material
- 5. Semi waste sheets to be taken out of the pile and separately placed on the Semi waste pile placed separately and properly sprayed
- 6. Setting pile to be made separately and properly marked using the color sprays
- 7. Ensuring traceability marks are properly used
- 8. Providing blanket cleaning data back to the offices for data analysis
- 9. Emailing the problem arise directly to the concerned department in-charges (like Planning, Pre-press, Conversion, Mechanical, Electrical) immediately
- 10. Ensure that every pile has master pile card before and after printing and it is duly filled
- 11. To follow the job clearance protocols including press clearance and meter resetting



<b>Packages Convertors Limited</b> Carton Line	Document Type
	Job Description
	Title
Lead Operator/Team Leader, Offset Department	

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Amir Imtiaz	Numan Noor	2 (2)	3	02.02.2021	JD/Offset/BUC/04

12. Conducting scheduled cleaning and preventive maintenance activities
13. Tagging the machine properly using colored tags with the machine conditions
14. Adhering to all the PPEs (safety shoes, uniform, head caps, air plugs, gloves and masks)
15. Taking samples of the abnormally troubling sheets (board) and handing them over with proper traceability to the department coordinators
16. Operate the machine effectively meeting the OEE targets and keep incorporating Kaizens for improvement
17. To communicate with Production Engineer/ Shift Incharge offset to arrange calibration of instruments whose calibration is due and send report to RD&C qualification guides
18. Responsible to develop his Assistant to take over as operator when needed
19. Ensure compliance to safety procedures and work instructions
20. Report all near misses, incidents, accidents to TPM+SHEQ coordinator
21. Ensure proper cleaning of the area around the machine
22. Ensure that discipline is being observed throughout the shift particularly during shift changeover
23. Ensure machine 5S activities are performed actively helping the floor's TPM coordinator
24. Managing the labor for their shift themselves
25. Ensure routine for authentic filling of data in Rotoeye software for production analysis

