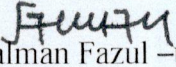


PACKAGES CONVERTORS LIMITED BU-FC	Document type
	Job Description
	Title
Shift	Incharge /Supervisor
Department	Offset

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
Manager Offset	 Salman Fazul -u- Rehman BUMFC	1(1)	3	02.02.2021	JD/Offset/BUC/03

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 : Shift Incharge/Supervisor
 Location : Offset Department

Key Organizational Relationship

Accountable To : Incharge, Offset

Basic Functions

- To ensure effective implementation of the instructions given by Incharge, Offset
- To ensure effective implementation of the instructions given by Incharge Offset
- To ensure the preparations of all jobs
- Only good quality production with waste segregation

Duties and Responsibilities

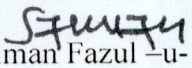
1. Take over the charge from previous Shift Incharge / Supervisor and exchange notes/instructions

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Document type
Job Description

Title

Shift Incharge /Supervisor Offset
Department

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2. Distributes available manpower to the machines according to priority instructed by Incharge Offset / Planning Department
3. Check quality of previous shifts production and note down the defects to be rectified in his shift
4. Responsible for quality and quantity of the production
5. Ensures effective operation of the machine **including shift marks for traceability**
6. Check all jobs in process, go through job card, shade card, dummy carefully and rectify process faults if any;
 - i. Job card and instructions for printing
 - ii. print and varnish sample, CMS print, shade card
 - iii. printing plates, coating polymers, board availability, inks
7. Every coordinator will insure that next 3 jobs should be on the press in emergency condition
8. To handover the shade card sheets to CC department
9. In the absence of CTP crew, shift coordinator will make plate on CTP machine
10. To enter the production reports in SAP at the end of their respective shift
11. Help operators in rectifying the problems arising during the shift
12. Monitors the quantity and quality of the input and output material for smooth running of the machine
13. **To counter check the good piles as generated by the lead operators and to enter abnormal findings in their charge-register**
14. Ensures that discipline is being observed throughout the shift particularly during shift changeover and interval time
15. Enforces proper housekeeping in the shifts **and filling the daily janitorial checklists**
16. Carry out special instructions given by Incharge Offset
17. Prepare shift production report, mark workers attendance and note down the comment/instructions for the next shift, **in the charge register**
18. Arrange manpower for overtime when required
19. Discusses the targets with the operators and help them achieving these targets
20. Continuously efforts to improve his shift's efficiency by increasing shift's production with maximum machine speed and better quality and minimum setup time & waste
21. **To inspect own shift printing quality that should be free from 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.**

22. To check dispatch material (both at CC and FG) and take waste decisions on daily basis
23. To sit with CC/FG SAP reporters and assist them entering waste reasons in SAP
24. Give safety instructions to the workers and ensure compliance to safety procedures and work instructions

