

# Department function and responsibility

## Tool sharpening/measuring instrument area

### **Tool sharpening:**

Production area responsibility:

- It is the area responsibility to drop off tools that require sharpening; and to pick up the tools, which have been sharpened.
- This is to be done on a daily basis.

Technician's responsibility:

- Perform TPM on the equipment used in the area
- Sharpen tools according to internal requirements and/or suppliers recommendations.

### **Measuring instruments:**

Technician's responsibility to:

- Schedule when instruments are to be inspected/picked up
- To inspect instruments according to the inspection procedure.
- Return instruments once they are inspected with a new! **Inspection due** sticker.
- To complete an inspection report for each instrument inspected.
- Ensure reports are forwarded and entered into the instrument computer database
- Order supplies as required.
- Ensure measuring standards are kept up to date.
- Other duties as assigned by supervisor