

Department Roles and Responsibilities

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O			
Revenue		12/10/2024		US Operations		Assigns Project Engineer		China Operations		China Supply Base Engineering		Filing Image China Manufacturing																			
Sales	Finance	Customer Service	Design / Proj Eng	Quality	Dr Engineering	Operations MGR	Project MGR	Supply Base MGR	Supply Base Eng.	Tool Shop	Materials	Prod Control	Doc & Quality Control	Mfg Engineering	Manufacturing	Photo Shop															
Pre-Production Phase	Update Sales Forecast for Projections as needed	Enter Plant Customer Order & Pricing into System	Create Master Inventory Plan	Design, development, tooling review	Identify Mfg and Supply Quality Risk Areas	Engineering support to customers / sales and other departments.	<b>Place Initial Production P.O.</b> and Review Material Cost for Savings	Vendor Process Control Support	<b>Managed Review of Supplier Quality Management Programs</b>	<b>Prepare First Article Reports</b>	Hard Tool Build & Maintenance	Material and Service Quotations	Production Dispatch, Open Jobs Prioritization	Document Archiving	Create & Maintain Master Routers	Product Build	Provide Samples to Filing Image Quality Engineer														
	Coordinate Customer Contacts	Open Plant Job in System	Master Scheduling (1-8 days out)	<b>Define SPC Models to Programming and Die Design</b>	Create Process Verification Plan	Plan Project engineering Resources including external.	<b>Support Suppliers with Training Needs Regarding Mfg Practices</b>	Recommend Mfg Process Improvements	<b>Audit Supplier Quality Management Programs</b>	<b>Supplier Audits</b>	Maintain Tool Development Record	Maintain Material Levels	Capacity Planning (30 days out)	ECO Implementation Tracking	Mfg Process Definition	Feedback to Mfg Eng on Process/Router Improvements	Limited Run Pilot Production														
	Get Customer Documents as Required	Review and Monitor Margins	Write up Orders and Monitor Work Orders	Point of Contact on Technical Issues	Review Customer Technical Requirements	Review or create and approve Customer Requests (RFQ & PC)	Review Supplier Capacity Plan	<b>Coordinate Supplier MGR</b>	<b>Audit Vendors for GMP Compliance</b>	Recommend Quality Improvements	Fixture Build & Maintenance	Production Status Reporting (5-experts & Exceptions)	<b>Internal Audits</b>	Soft Tool and Inspection Plans Design	Coordination Between Production Departments																
	Create any additional RFQs required	Review P&I Planned Inventory Turns	High Lot Due Dates with Cust Orders	Maintain ECO Control with Customer & China Staff	Identify First Article Hangman Reports, Prepare SIR / Reports	Review/approve materials and quality control documents.	Review Material lot Turns	Supplier Expediting	<b>Support Suppliers with Training Needs Regarding Quality</b>	Document Archiving	Filing Image Tool Support	Coordinate with Purchasing and Quality	Create Job Packages	Analyze Sit vs. Actual Times for Issues	Review Mfg Costs for Savings																
			Maintaining Customer Order Shipping Dates	Incorporate DFM Cost Savings Ideas	Quality Data Analysis of Inp Techniques	P&I Design and Tolerance Analysis vs. Tool Capabilities	Coordinate with Engineering the MGR Process	Verify Lot Due Dates	<b>MGR (Root Cause Analysis &amp; Cor Action follow up)</b>	ECO Implementation Tracking	Production Expediting	Analysis of Inspection Data First An. In Process etc.	Process Improvement Cost Savings	Review Mfg Costs for Savings																	
			P&I Inventory Turns	Create and Monitor Project Status	<b>Review Quality Plan &amp; SPC Sheets Review &amp; Validate</b>	Manage subcontracted Hard Tool Design and Fabrication	Monitor China vendor capabilities with F. Director of Engineering and approve AVL	Verify Shipping	<b>Generate Quality Plan &amp; SPC Sheets Review &amp; Validate</b>	Analysis of Inspection Data First An. In Process etc.	Deliver to Work Order Lot Due Dates	Initiate SPC Sheets	MGR (Root Cause Analysis & Cor Action)	First Piece Buyoff																	
			Business Level Point of Contact	Project Review Meetings	Oversee MGR Review	Hard Tool Design Review and CTP Identification	Vendor Outsourcing Support (Consulting)	Maintain Project Status Spreadsheet	<b>Vendor Quality Process Control Support</b>	Hard Tool Maintenance	Material and Service Quotations	Production Dispatch, Open Jobs Prioritization	Document Archiving	Create & Maintain Master Routers	Product Build																
				Creates & Archive Part Duct	<b>Review China First Article Reports and approve for production</b>	Review China vendor capabilities with China Operators Mgr and China Supply Base Engineering MGR	<b>Part Costing Analysis vs. Production Process Capabilities</b>	Review China vendor capabilities with F. Director of Engineering and approve AVL	<b>Part Costing Analysis vs. Production Process Capabilities</b>	Review China vendor capabilities with F. Director of Engineering and approve AVL	Production Status Reporting (5-experts & Exceptions)	Internal Audits	MGR (Root Cause Analysis & Cor Action)	Coordination Between Production Departments																	
	Tooling Production Phase	Sales Forecast for Projections	Enter Customer Order & Production Pricing into System	Create Inventory Plan	Point of Contact on Technical Issues	Quality Plan & SPC Sheets Approved	Engineering support to customers / sales and other departments.	<b>Place Production PO</b> and Review Material Cost for Savings	<b>Audit Supplier Quality Management Programs</b>	Vendor Quality Process Control Support	Hard Tool Maintenance	Material and Service Quotations	Production Dispatch, Open Jobs Prioritization	Document Archiving	Create & Maintain Master Routers	Product Build															
Get Customer Documents as Required		Open Production Job in System	Master Scheduling (1-8 days out)	Maintain ECO Control with Customer & China Staff	Identify Mfg and Supply Quality Risk Areas	Review or create and approve Customer Requests (RFQ & PC)	<b>Support Suppliers with Training Needs</b>	Recommend Mfg Process Improvements	<b>MGR (Root Cause Analysis &amp; Cor Action follow up)</b>	Recommend Quality Improvements	Fixture Maintenance	Maintain Material Levels	Capacity Planning (30 days out)	ECO Implementation Tracking	Analyze Work order Efficiencies for Possible Cost Reduction	Feedback to Mfg Eng on Process/Router Improvements															
Pursue additional opportunities		P&I Inventory Turns	Write up Orders and Monitor Work Orders	<b>MGR (Deviation)</b>	Vendor Quality Process Control Support	Manage MGR Process	Supplier Expediting	<b>Audit Vendors for GMP Compliance</b>	<b>Supplier Audits</b>	Production Status Reporting (5-experts & Exceptions)	Internal Audits	MGR (Root Cause Analysis & Cor Action)	Coordination Between Production Departments																		
		Review and Monitor Margins	High Lot Due Dates with Cust Orders	Project Management Support During Production Ramps	Support Supplier Management Program	Review Lot of Non-Conformance	Vendor Outsourcing Support (Consulting)	Verify Shipping	Analysis of Inspection Data First An. In Process etc.	Deliver to Work Order Lot Due Dates	Initiate SPC Sheets	WIP and Shipping Packaging	MGR Newwork/Setup																		
			Maintaining Customer Order Shipping Dates		Recommend Quality Improvements																										
					Identify First Article Hangman Reports, Prepare SIR / Reports																										

Notes

This is a guideline of roles and responsibilities. It is not intended to fully define all job functions. Each department may search/detailed job roles and responsibilities consistent with the intent of this document.

All departments are responsible for timely and accurate communications between departments, maintaining uninterrupted product and information flows.

**BOLD** - Critical Path

Time Intensive

Only a Few Approvals