

**Policy**

**Procedures**

**Precedent**

**Objective:** Consistency of application within a supervisory area and across all supervisors on all shifts.

**Assignment:** As a management team, choose which of the following are most relevant to your plant, discuss and agree on how you define each one; apply to all personnel.

- **Safety:** safety practices provided for the job are followed
- **Quality:** acceptable work to the specification is performed; no more discrepancies than normal are produced.
- **Proficiency:** has the level of knowledge and experience necessary to do the job in a competent manner (no need for "cheat-sheets" or help, can do the job from start to finish, has a clear idea of what must happen) without unnecessary delays.
- **Use and daily P.M. of tools and equipment:** correctly uses the tools required for the job and performs daily preventive maintenance as specified.
- **Attendance**
  
- **5-S...the concept of orderliness**
- **Cost consciousness**
  
- **Adaptability**
  
- **Dependability**
  
- **Use of work time**
  
- **Teamwork**
  
- **Cooperation**
  
- **Job Knowledge**
  
- **Team ethics**
  
- **Approachability**
  
- **Customer care**
  
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“My filters rob organizational potential.”

