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| Policy Name: 政策名称： | TMIS ManualTMIS 标准  |
| Covered Area:负责人： | Guideline Of Data Formulation & Implementation数据制定和实施政策 |
| Responsible Department:负责部门： | IE |
| Prepared by:政策编写人： | Md. Mahmud Al Mamun (IE) |
| Recommended by:推荐： | Thomas Zou (IM) |
| Approved by:审核： | Malik Ma (COO) |
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1. **POLICY STATEMENT 政策声明:**

The policy's goals and objectives are clearly specified in terms of TMIS data formulation and TMIS Implementation in the production floor of BD Ventura. Also, clearly specified about others related information of TMIS. This policy is applicable only in Ventura BD.

该政策的目标和目的在TMIS数据制定和生产车间的TMIS实施方面明确规定。还有澄清指定其它相关信息。本政策仅适用于文图拉BD。

1. **SCOPE 适用范围:**
Applicable to all types of HB & SLG bags of Ventura Leatherware Mfy (BD) Ltd through integration between PE, IE, PC & Production.

使用于Ventura BD的所有类型手袋与银包袋通过PE, IE，PC和生产之间的集成

1. **TERMS & CONDITIONS Of TMIS Implementation 条款及条件:**
2. **Operation Database (DB) 操作数据库:** Part wise all processes have been allocated in operation DB. One process of a particular part can be used to different types of similar styles. There is no separate video in the system for the individual processes. In that case similar types of process video will be considered as reference for any styles. In TMIS system consider size, properties & operation for all processes.

根据部件所有工序在操作数据库中。特定散件的一个过程可用于不同的款式。系统中没有针对各个款式各个工序的单独视频。在这种情况下，类似的工序视频将考虑作为任何款式的参考。

1. **Video & Picture Collecting Standard (采集视频与图片标准流程):** During collecting process video in TMIS must maintain following principles:

**(a).** Need to study and understand the workmanship before starting video, check and assure the related instruments/tools correctly prepared about the mold, material, movement is correct or not.

- Make sure to maintain S6S during video.

- If the workmanship takes relatively short time/more time then continuously 3-5 times video shooting is required. While measuring the standard cycle time, average skill will be considered.

- No extra TMs or other wasting allowed in the video.

- No extra things in the picture, only 1pcs panel finished as per standard workmanship.

- All the pictures and videos should be vivid as original, easy to be understood at one sight.

采集TMIS视频流程中必须保持以下原则：

在开始视频之前必须学习和了解工艺，检查并确保相关仪器/工具正确准备（模具，材料，走动是否正确）。

- 确保在采集视频时候保持S6S。

- 如果做工时间相对较短/时间较长，则需要连续拍摄3-5次。

- 视频中不允许额外的员工或其它浪费。

- 图片中没有多余的东西，只有1个物料按照标准工艺完成。

- 所有图片和视频都应生动原始，易于一目了然。

**(b).** IE can give instructions to production TM for standard video collection. In a standard video will not consider rework, over process, NVA motion. VA & NNVA is considered. If production TM doesn’t agree to provide a standard video, then IE will notify GL/production officer first for cooperation. Production GL/officer will cooperate on standard video collection. On the other hand, IE technician also cannot force to production TM for collecting video quickly.

IE可以向生产员工提供标准视频采集指令。在标准视频中不会考虑返工，多加工，非增值动作。如果车间员工不同意提供标准视频IE将首先通知班长/生产主任进行合作。如果生产班长/主任不合作，那么它将被视为投诉。另一方面，IE技术员也无法强制生产员工以快速收集视频。

**(c).** **Video Collecting Standard of Cutting Machine/Cutting (采集开料视频标准):** Clean the unnecessary material or tools from the video vision. Cutting mold place on proper position, then start the machine, smoothly take out the cut material, repeat 3 to 5 times (includes video movements of pick up the mold or put back the mold).

从拍视频区清除不必要的材料或工具。将刀模具放置在适当的位置，然后开机器，顺利取出切割材料，重复3-5次（包括拿起模具或放回模具的视频动作）。

**(d).** **Video Collecting Standard of Cutting Machine-Re-cutting/Net cutting (采集反冲视频标准):** Clean the unnecessary material or tools from the video vision. Start machine, put back material, repeat 3-5times (includes video movements of pick up the mold, or put back the mold).

从拍视频区清除不必要的材料或工具。开机器，放回材料，重复3-5次（包括捡模或放回模具的视频动作）。

**(e).** **Video Collecting Standard -Skiving & Splitting (采集铲皮视频标准):** Clean the unnecessary material or tools from the video vision. Splitting material 3-5pcs. 1pcs panel Skiving/splitting as per standard.

从拍视频区清除不必要的材料或工具。全铲材料3-5个。1个面板 按照标准铲皮/全铲。

**(f).** **Video Collecting Standard -Buffing (采集打磨视频标准):** Clean the unnecessary material or tools from the video vision. Pick up 3-5 pcs material and buffing as per standard.

从拍视频区清除不必要的材料或工具。拿起3-5个材料，按照标准进行打磨。

**(g). Video Collecting Standard -Painting (采集油边视频标准):** Clean the unnecessary material or tools from the video vision. Pick up 1pcs material large size and painting (one time) as per standard. Pick up 3 to 5 pcs material small size and painting (one time) as per standard. Due to material handling issue single pcs is considered for large size panel and multiple pcs is considered for small size panels.

从拍视频区清除不必要的材料或工具。拿起1个材料大尺寸按标准油边（一次）。按照标准拿起3-5个小尺寸的材料油边（一次）。

**(h). Video Collecting Standard -Gluing (采集胶水视频标准):** Clean the unnecessary material or tools from the video vision. Pick up set material and place it on the glue board. After spray glue aside the glue board for dry. At the same time setting must be completed by the dry material from another glue board as per standard.

从拍视频区清除不必要的材料或工具。拿起材料将其放在胶板上。喷胶后将胶板放在一边干透。同时必须按照标准由另一块胶板的干透材料完成粘贴。

(i). **Video Collecting Standard-Computer Controlled Sewing Machine (采集电脑车视频标准):** Clean the unnecessary material or tools from the video vision. Pick up panel from basket, put on the mold, add hardware if need. Start video as per standard workmanship of 1pcs material (begin with pickup from basket to put back to another basket through self-inspection) NB: For small parts used (3 to 5) pcs. standard sewing panel 1pcs.

从拍视频区清除不必要的材料或工具。从胶框拿起物料，放在模具上，如果需要加五金。开始拍视频，按照标准员工开始操作1件材料（从胶框中取出开始，通过自检放回另一个篮子） 注意：对于小散件3-5件，大部件车线1个。

(j). **Video Collecting Standard-DY Machine/CB machine/HP/Vertical Machine (DY车/高车/驻车/垂直车采集视频标准):** Clean the unnecessary material or tools from the video vision. Pick up panel from basket (include movements of place mold), start video as per standard workmanship of 1pcs material (begin with pickup from basket to put back to another basket through self-inspection) NB: For small parts used (3 to 5) pcs. Standard sewing panel 1pcs.

从拍视频区清除不必要的材料或工具。从胶框中拾取物料物料（包括放置的模具动作），开始拍视频，按照标准员工开始操作1件材料（从篮子中拾取开始，通过自检放回另一个篮子） 注意：对于使用的小零件（3-5个）。标准车线部件1个。

(k). **Video Collecting Standard-Packaging (采集包装视频标准):** Clean the unnecessary material or tools from the video vision. Pick up material, fold stuffing paper, add protection film, 1pcs. Finished bag 1pcs as per standard packing procedure.

从拍视频区清除不必要的材料或工具。拿起材料，折边填充纸，加保护膜，1个。1个产品袋是标准流程。

1. **Motion Analysis Through Video (通过视频动作分析):** TMIS video represents standard working procedure & SMV. But sometimes TMIS video time may not match along with motion analysis cycle time. Because as per TMIS standard Nonvalue adding (NVA) motion is omitted during motion analysis through video. And in that case standard SMV can fluctuate than video time.

TMIS视频代表标准工作工序。但有时TMIS视频时间可能与动作分析周期时间不匹配。由于按照TMIS标准必须消除视频动作分析期间的非增值动作。在这种情况下，标准时间可能会比视频时间波动。

Based on the system standard, Video time is the reference from formulation standard SMV. But due to avoid NVA/ consider necessary task during motion analysis standard SMV can comes fluctuate from Video time. In that case TM also needs to avoid NVA motion from his/her actual work. 基于系统标准，视频时间是制定标准SMV的参考。但是，由于在运动分析标准中避免非增值考虑必要的任务，标准工时可能会因视频时间而波动。在这种情况下，员工还需要避免他/她实际工作中的非增值运动。

1. **Motion Analysis for Painting Process (对于油边工序动作分析):**

(a). For final painting process motion analysis in TMIS have consider by color video. But others operation like press, buffing as per SOP. In that case 400H process cycle time is considered half than color process cycle time through frequency. The example is as follows.

对于TMIS中的产品油边动作分析必须通过面油视频进行考虑。但是其它工序比如压，打磨等按照SOP标准执行。400H 工序工时考虑面油一半时间。示例如下。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process Name****工序名称** | **Sub Process****工序** | **Cycle Time****(sec)****工序工时(秒)** | **Frequency****次数** | **Sub Total CT****总体** | **Total CT****(sec)****总工序工时** |
| Final Painting of any style产品油边工序 | 400H |  | 5.5 | 330 | 430 |
| 1st Primer 第一底油 |  |
| 2nd Primer 第二底油 |  |
| 3rd Primer第三底油 |  |
| 4th Primer第四底油 |  |
| Color 面油 | 60 |
| Press 压 |  | 1 | 50 |
| Buffing 打磨 |  | 1 | 50 |

In that case total painting analysis cycle time will compare with actual total cycle time of painting sub process.

**Note:** In terms of overhead painting additional 90sec will be added with total final painting process for inter transportation of VA TM. But there is no relation between this extra 90sec with total TMIS BH.

**备注:** 在吊挂系统油边工时将增加90秒为内部增值员工搬运。但是这90秒跟总TMIS成品工时没有关系。

(b). For spare parts painting process motion analysis in TMIS have consider by color video. But others operation like press, buffing as per SOP. And 400H process cycle time is considered full of color process cycle time. The example is as follows.

对于TMIS中的散件油边工序运动分析必须通过面油视频进行考虑。但是其它工序比如压，打磨等按照SOP标准执行。400H 工序工时考虑面油一样工时。 示例如下。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process Name****工序名称** | **Sub Process****工序** | **Cycle Time****(sec)****工序工时(秒)** | **Frequency****次数** | **Sub Total CT****总体** | **Total CT****(sec)****总工序工时** |
| Logo PaintingLOGO油边 | 400H |  | 4 |  60 | 72 |
| 1st Primer第一底油 |  |
| 2nd Primer第二底油 |  |
| Color 面油 | 15 |
| Buffing 打磨 |  | 1 | 12 |

1. **Motion Analysis for Thread Burn & Thread Cut Process (烧线与剪线动作分析):** There are few processes of thread burn/ thread cut. (a) Pull thread, burn thread, hide thread end with awl, add glue. (b) Pull out thread end and pull tightly, thread end left 2cm and cut, add glue. (c) Pull thread, add glue (waiting half dry), knot 1pcs first drying piece. These process motion elements will always be fixed without any method change. These types of process video will not be collecting many times. In that case standard cycle time will consider by change of frequency as per panel position.

埋线/切线的过程很少。（一）拉线，烧线，用锥子隐藏线端，加胶水。（二）拉出线端拉紧，线端左2cm切开，加入胶水。（三）拉线，加入胶水（等待半干），打结1个第一次干燥片。这些工序动作原件将始终固定，无需更改任何方法。这些类型的工序视频不会收集很多次。在这种情况下，标准工序工时将根据物料位置的变化来考虑。

1. **In Terms of New styles created by Sketch (新款做TMIS通过袋子图片):** During making new styles sketch/picture will be considered for process create, in that case similar types of process & videos will consider from database through integration with PE.

在制作过程中，将考虑新/新款式的纸格/图片进行工序建立，这种情况下将考虑从数据库中考虑类似的工序视频。

1. **Size, Measurement & Version Consider (大小/尺寸标准):** TMIS doesn’t have different types of videos for different sizes, in that case actual measurement of the panels is considered in operation breakdown and motion analysis. And Similar types of process video will be referred as per TMIS standard.

在TMIS系统中没有针对不同尺寸的不同视频，所以在操作动作分析中已经考虑了物料的实际测量。

If bag size, shape, working methods are some & not major/significant difference in properties between two version. Then standard SMV of final painting & others related process will be same. 如果袋子的尺寸、形状、工作方法在性能上是两个版本之间的一些而不是主要差异。然后，最终绘画和其他相关过程的标准工时可能会相同。

1. **Marking Process Standard (画皮工序标准):** For marking processes 120.5 TMU (Time Measure Unit, 1sec=27.8TMU) has been considered for each panel marking. Marking standard cycle time will be considered by: Total number of marking panel \* 120.5 TMU.

对于画皮工序，每个部件考虑了 120.5 TMU。标记标准工序工时将由以下因素考虑：标记物料总数 \* 120.5 TMU。

1. **Cutting Process Standard with Lay (拉料开料标准):** For measuring inline cutting & central cutting has been fixed standard motion elements along with standard layering. In that cause total number cut piece by knives will consider in motion frequency. The standard layering chart is following:

用于测量在线开料和中央开料已固定标准运动原件以及标准分层。在那个原因中，刀模开件的总数将在动作次数考虑。标准拉料图如下：

|  |  |  |
| --- | --- | --- |
| **主皮/料/辅料名称****Body leather/material/reinforcement material name** | **开裁要求****Cutting Reqirement** | **开裁层数****Layer cutting** |
| 6安帆布6‘OZ canvas | 方向/封度 | 5 |
| 8安帆布8‘OZ canvas | 方向/封度 | 5 |
| 210D 自粘佈210D sticky fabric | 方向/封度 | 20 |
| 熱熔膠膜 hot glue papar | 方向/封度 | 20 |
| 0.1-0.4MM以下香港托HK filler below 0.1-0.4MM | 方向/封度 | 10 |
| 0.5-1.0MM香港托0.5-1.0MM HK filler | 方向/封度 | 5 |
| 1.2MM香港托1.2MM HK filler | 方向/封度 | 5 |
| 0.4MM香港托過低溫熱熔膠0.4MM HK filler with subzero glue papar | 方向/封度 | 10 |
| 1.2MM以下高密度不織佈 high density kimlon below 1.2MM | 方向/封度 | 5 |
| 0.9以下不織佈kimlon below 0.9 | 方向/封度 | 20 |
| 75G以下不織布kimlon below 75G | 方向/封度 | 20 |
| 120-220G不織布120-220G kimlon | 方向/封度 | 10 |
| 350G不織布350G kimlon | 方向/封度 | 5 |
| 75G不織佈過自粘膠75G kimlon with self-adhensive glue | 方向/封度 | 10 |
| 90G以下無紡布non-woven fabrics below 90G | 方向/封度 | 20 |
| 120-250G無紡布120-250G non-woven fabrics | 方向/封度 | 10 |
| 75G無紡布+上熱熔膠75G non-woven fabrics+ hot glue papar | 方向/封度 | 10 |
| 50G無紡布已過熱熔50 G non-woven fabrics with hot glue papar | 方向/封度 | 10 |
| 120G自粘無紡布120G self-adhensive non-woven fabrics | 方向/封度 | 10 |
| 1.2MM以下硬什膠stiff pvc below 1.2MM | 方向/封度 | 5 |
| 1.4MM硬什膠1.4MM stiff pvc | 方向/封度 | 5 |
| 1.5MM以下輕膠 1.5MM EVA | 方向/封度 | 8 |
| 2.0MM輕膠2.0MM EVA | 方向/封度 | 5 |
| 0.6MM以下皮糠貼合尼龍rabush below 0.6MM with nylon | 方向/封度 | 5 |
| 皮糠紙0.8MM以下rabush below 0.8mm | 方向/封度 | 5 |
| 0.8-1.2美咭0.8-1.2 texon board | 方向/封度 | 1 |
| 0.5MM透明膠0.5mm plastic glue | 方向/封度 | 3 |
| 高彈EVA膠片厚1.0MMhigh-elastic EVA plastic glue | 方向/封度 | 8 |
| 高彈EVA膠片厚4.0MM | 方向/封度 | 2 |
| EVA膠片3.0MM | 方向/封度 | 2 |
| 150G以下水刺布 | 方向/封度 | 10 |
| 0.6MM什PU | 方向/封度 | 10 |
| 0.8MM什PU | 方向/封度 | 7 |
| 1.2MM以下超纖革cellulose rabush below 1.2MM | 方向/封度 | 5 |
| 2.0MM超纖革2.0mm cellulose rabush | 方向/封度 | 5 |
| 1.0MM超纖不織布1.0MM cellulose kimlon | 方向/封度 | 10 |
| 1.2MM以下三文治sandwich below 1.2mm | 方向/封度 | 5 |
| 0.5MM 三文治PVC 0.5mm sandwich pvc | 方向/封度 | 10 |
| 1.2MM以下 S/L三文治PVCbelow 1.2mm S/L sandwich PVC | 方向/封度 | 5 |
| 1.4-1.5MM S/L三文治PVCbelow 1.5mm S/L sandwich PVC | 方向/封度 | 8 |
| 0.6(實際厚度0.52)透明PVC | 方向/封度 | 5 |
| 0.3MM吸塑膠0.3MM mylar tape | 方向/封度 | 5 |
| 1.0MM吸塑膠1.0MM mylar tape | 方向/封度 | 2 |
| 0.3-0.5MM吸塑膠(硬)0.3-0.5MM mylar tape | 方向/封度 | 5 |
| 1.0-1.5MM EVA發泡膠1.0-1.5MM EVA polystyrene foam | 方向/封度 | 5 |
| 2.0-3.0MM EVA發泡膠2.0-3.0MM EVA polystyrene foam | 方向/封度 | 5 |
| 4.0-5.0MM EVA發泡膠4.0-5.0MM EVA polystyrene foam | 方向/封度 | 2 |
| 里布（对纵/横) lining | 纵/横 | 10(ks),15(MK) |

1. **Central Cutting Cycle Time Measure Standard (测试中央开料工序工时):** Cutting processes has been formulated by standard motion elements. In that cause total number of cut piece through knife will consider in motion frequency. But this process will not consider for the different types of cutting process.

本节过程由标准运动元件制定。在该原因中，通过刀切割件的总数将在运动频率中考虑。但是这个过程不会考虑不同类型的切割过程。

1. **Skiving & Splitting Process Standard (铲皮与全铲工序标准):** For skiving processes 710 TMU (Time Measure unit) has been considered for thickness measure, splitting processes 400 TMU has been considered for thickness measure. In both section processes have been fixed by standard motion elements. In that cause total number of cut piece through knife will consider in motion frequency.

对于铲皮工序710 TMU已被考虑用于厚度测量，全铲工序400 TMU已被考虑用于厚度测量。在这两个部分中，过程都由标准运动元件固定。在该原因中，通过刀模开几件总数将在运动频率中考虑。

1. **Automation Process Cycle Time Measure Standard (测试自动化工序工时):** In terms of automated process cycle time set up: pick up motion, actual work motion by machine & dispose motion will be considered at a time. If machine time is higher than picking up material and disposing material at the same time. In that case only machine time will consider in motion analysis. But if machine time is lower than picking up material and disposing material at the same time. In that case machine time will not be considered in motion analysis.

在自动化工序工时设置方面：拿起材料动作，一次将考虑机器和处置动作的实际工作动作。如果机器时间高于同时拾取材料和处理材料。在这种情况下，只有机器时间才会在运动分析中考虑。如自动化油边、层压等。但是对于自动化胶水机，最长的工序工时将考虑从材料铺设/机器喷胶/材料设置的动作分析。

1. **Packaging Process Standard (包装工序标准):** For packaging process 28 TMU has been considered for packing cut material in production floor, others operation will consider as per SOP. In terms of mark carton number, add label on carton & final cartooning; process standard cycle time will be considered through standard motion elements & change frequency of total quantity of bags.

对于包装工序28 TMU已被考虑用于在生产车间包装开料，其它工序将根据SOP考虑。在标记纸箱编号方面，在纸箱和最终纸箱上添加标签;标准流程工序工时将通过标准运动原件和改变袋子总量的频率来考虑。

1. **Allowance Standard (Man/Machine) (补贴标准人/机器):** TMIS also have 15% allowance for each combined process between Man-Machine. But for the automated machine is considered 4% allowance with base time. Rework time, drying time & any others nonproductive time will not consider with standard SMV & allowance.

TMIS也有所有工序工时的15%补贴。但对于全自动机器考虑4%的补贴。返工时间、干燥时间和任何其他非生产时间将不考虑标准和余量。

1. **In Terms of Twice SOP from PE (如工艺部提供两种标准):** If PE offer two SOP for a single process or advised two working ways for a process. IE will make TMIS process by the following most standard SOP. But during layout making/ implement IE will consider SOP as per equipment availability. **For Example:** If PE offers both DY/CNC machine for a single process, IE will consider most standard equipment CNC machine in TMIS but due to CNC machine shortage IE can consider DY machine in layout paper. By the using DY machine if comes any additional process like as setting, in that case standard SMV will remain unchanged as per SOP.

如果工艺部为单个工序提供两个SOP。IE将按照以下最标准的SOP进行TMIS工序。但在做排线图/实施过程中，IE将根据设备可用性考虑SOP。例如：如果工艺部为单个过程同时提供DY/电脑车，IE将考虑TMIS中的大多数标准设备电脑车，但由于电脑车缺少，IE可以在排线图中考虑DY车。通过使用DY车，如果出现任何其其它工序，例如设置，在这种情况下，IE将检查本节中的所有进程工序工时，并与该部分的TMIS总工时进行比较。如果该部分的实际总工序工时不超过 TMIS，则 TMIS 产品工时将不会修改。

1. During TMIS BH implementation, section wise actual BH also will be considered in terms of compare. **For Example:** Total number of painting section processes TMIS cycle time vs total number of painting section processes actual cycle time. After S4 supermarket, single pcs process will be considered for cycle time compare. And that processes cycle time below 100sec will not consider in “5% fluctuation criteria”.

TMIS实施时候实际工序工时对比后考虑。例如：油边工序总工时与实际总工时如果对得到那考虑。S4超市后单件考虑对比工序工时。如果工序工时100秒一下呢5%差异不会修改。

1. **Style Analysis for The Old Style 分析翻单款:** If old style already has been created in system, IE will recheck the SOP before providing Bag Hour (BH) to PC. During bulk production if comes any changes & updates of SOP, Methods, Motions IE will do modify, update & notify with actual reason. This modified BH will consider PC utilization rate from the beginning of next month instead of existing month.

如果系统中已经创建了旧款式，IE将在向PC提供产品工时之前重新检查SOP。在批量生产大货，如果SOP，方法，动作有任何更改和更新，IE将进行修改，更新并通知实际原因。修改成品工时从下月开始会使用，而不是当月份。

1. **Style Analysis for The New(N/N/N) Styles分析新款式:** Which style don’t have available any sample bag & PE materials, those style TMIS BH will be formulated by less than 20%(maximum) from ERP BH. This ratio of percentage will vary based on category wise as per following.

该款式没有任何可用的板品和PE纸格，这些款式TMIS 工时将由ERP工时配制的不到20%（最大值）。减少工时的比率将根据以下类别而有所不同。

|  |  |  |
| --- | --- | --- |
| **Style Category****袋子类形** | **ERP Bag Hour (BH)****ERP工时** | **Ratio of Reduction from ERP BH****减少工时比例** |
| HB 手袋 | ERP BH ≤ 1.99H | 15% |
| 2.00H - 2.99H | 18% |
| ERP BH ≥ 3.00H | 20% |
| SLG 银包 | ERP BH ≤ 0.99H | 15% |
| ERP BH ≥ 1.00H | 18% |

If IE has scope to complete TMIS within 30th of the month then latest BH will consider in freeze plan. After the start of PE Pilot/bulk production Bag hour can update/modify. After finalizing IE will notify all about the modifications of TMIS BH with actual reason, but this modified BH will consider in PC utilization rate from beginning of next month instead of existing month. In that cause initial BH will consider in existing PC utilization rate. And production also will follow initial BH although have any modifications.

如果IE有在当月30日内完成TMIS工时，那么最新的工时将考虑冻结计划。PE开始试袋/生产大货后IE将最终确定产品工时。完成后IE将通知所有人关于修改TMIS产品工时与实际原因，但修改产品工时从下月使用而不是当月。在这种情况下，初始产品工时将考虑现有的PC利用率。生产也将遵原产品工时。

1. **TMIS Style BH Application Procedure TMIS工时执行流程:** Within the 20th of the current month, IE will provide style wise TMIS bag hour for the following month to PC. Initial plan and utilization rate will be published by PC. However, if there are any updates made before the freeze plan is published, IE will let the PC know and the freeze plan will be published according to the updated bag hour.

IE将每月份20日内会提供给PC未来月产品工时。PC会先发计划和利用率。但是，如果在发布冻结计划之前有任何更新，IE将通知PC最新产品工时，PC将根据更新产品工时发布冻结计划。

Required lead time for creating a style in TMIS. If in PC plan add any style after freeze plan/suddenly then IE required 3-5days to provide TMIS bag hour. 在TMIS中创建款式所需的准备时间。如果在PC计划中突然添加任何样式，那么IE需要3-5天才能提供TMIS包小时。

1. **TMIS BH Application Procedure in Automation TMIS工时执行流程在自动化区:** IE will provide style-specific automation process cycle time separately in advance along with an automation working plan. During bulk production if comes any changes & updates of SOP, methods, motions IE will do modify, update & notify with actual reason. The automation daily utilization rate for the current month will not be adjusted for this change according to update process cycle time. This automation modification process cycle time will consider in full bag hour & utilization rate form next month. It will update along with upcoming month style & PC utilization rate as well.

IE将提前单独提供款式自动化工序工时以及工作计划。在批量生产大货时候，如果SOP，方法，动作有任何更改和更新，IE将进行修改，更新并通知实际原因。并且此修改工序工时不会考虑当月份的自动化每日利用率。工序工时将在下个月以总产品工时和利用率的形式考虑这种自动化修改。它将随着未来几个月的风格和PC利用率而更新。

 If middle of the month any process transfer from inline to automation or automation to inline, in that case initial process Bag hour will consider in terms of calculate Automation/Inline daily efficiency. And actual work will may not match with provided process cycle time that was in PC freeze plan. 如果在月中，任何流程从在线转移到自动化或从自动化转移到在线，在这种情况下，初始流程袋小时将考虑计算自动化/在线每日效率。实际工作可能与 PC 冻结计划中提供的流程周期时间不匹配。

1. **TMIS BH Implementation & Feedback Procedure to Production Workshop/TMIS工时执行与反馈流程:** IE will create a layout based on the TMIS databank. Before starting QCO production responsible will randomly review key process & methods. Production shall notify all abnormalities during QCO and call out within 3 working days after QCO completion. After receiving the production query, IE will respond with the result within 10 working hours. But the lead time may be extended by 5 working days for the purpose of the procedure video demonstration.

IE将根据TMIS数据库制作并提供排线图。生产负责人必须在QCO之前检查和审查所有流程，时间，标准。 在QCO生产过程中将观察并记录所有异常情况，并且必须在完成QCO后3个工作日内反馈问题。生产反馈后，IE将在10小时内检查反馈。对于采集视频分析交货时间可以增加5个工作日。

1. **TMIS BH Vs ERP BH (TMIS与ERP产品工时):** There is not any standard ratio about the deviation between TMIS BH vs ERP BH & TMIS efficiency Vs ERP efficiency. Sometime TMIS BH might be higher than ERP.

关于TMIS 产品工时与ERP产品工时和TMIS效率与ERP效率之间的偏差没有任何标准比率。有时TMIS 产品工时可能高于ERP。

1. **TMIS BH In Incentive (TMIS工时使用计算激励奖金):** TMIS BH in freeze plan will consider for monthly incentive calculation. If have any updates, bag hours will be replaced in the system after incentive data export from BI (Power BI). Until export incentive data from BI, previous month BH will consider daily utilization rate calculation.

TMIS 产品工时在冻结计划中将考虑每月奖励计算。从BI导出激励数据后，下个月的类似款式更新产品工时将在系统中替换。在从BI导出激励数据之前，上个月产品工时将考虑每日利用率计算。

1. **BH Modify 产品工时修改:** If any inline process, automation process & any style TMIS BH have modify (increase/decrease) due to any reason then this modify BH will consider from next month instead of existing month.

如果任何内部流程，自动化流程和任何款式TMIS 产品工时由于任何原因而进行了修改（增加/减少），如何改变产品工时从下个月会执行。

1. **Process Cycle Time Issue (实际与标准工序工时):** If there have ± 5% variation between TMIS process cycle time vs actual time then there will be not any change or modify of TMIS process standard cycle time. ±5% Variation will not be considered in terms of less than having 200sec processes. In that case more than 20 processes variation may be considered on BH modification.

如果TMIS标准工序工时与实际工时有±5%差异，TMIS标准工序工时将不会有任何改变。

1. TMIS system considers continuous improvement. Through consideration of continuous improvement TMIS BH of similar style can vary one month to another month. TMIS Standard SMV is formulated by normal/standard working procedure, normal working speed & condition. The standard SMV will not vary between various types of TM skill.

为了TMIS系统不停的改善每月TMIS标准产品工时不会保持一致。TMIS标准工时是由正常工作程序，正常工作速度和条件制定的。标准工时不会因各种类型的 TM 技能而异。

1. IE will be fully authorized to make any change/modification to this policy. IE将获得完全授权对本政策进行任何更改/修改。
2. TMIS costing BH is only for production operation but not for company business purposes. TMIS成本计算产品工时仅用于生产运营，不用于公司业务目的。
3. After automation implementation we are maintaining 8 & 10 digits for the file & styles number. If still have any error names in the file & style, we will update accordingly. But while collecting TMIS bag hour from system don’t have to consider unapproved styles.

自动化实施后，我们将保留 8 位和 10 位文件和款式编号。如果文件和款式中仍有任何错误名称，我们将进行相应的更新。但是，在从系统中收集TMIS袋小时时，不必考虑未经批准的款式。

1. Power BI developer developed two types of BI report for efficiency/incentive. One is for monthly freeze efficiency as per PC freeze plan and BI will take current month TMIS bag hour. And another one is based on latest or updated TMIS bag hour (existing practice). IE team will update the TMIS bag hour once in a month (within 10th of each month).

Power BI 开发人员开发了两种类型的 BI 报表以提高效率/激励。一种是根据 PC 冻结计划实现每月冻结效率，BI 将采用当月 TMIS 袋小时数。另一个是基于最新或更新的TMIS袋小时（现有做法）。IE团队将每月更新一次TMIS行李时间（每月10日内）。

1. **EFFECTIVE DATE:**

This policy will be effective immediately after being undersigned by the approval authority.

本政策将在审批部门签署后立即生效。

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| --- | --- | --- | --- |
| Prepared by | Recommended by | Reviewed by | Approved by |
| Md.Mahmud Al Mamun | Thomas.Zou | Akram, Austin, Thomas, Steven & Committee | Malik Ma |
| Sr.Officer, IE | Division HeadIM, HCM & Admin | Production, PC & Policy review Committee | COO |

1. **Policy Tracking Record政策改修记录:**

This policy will be effective immediately after being undersigned by the approval authority. 本政策将在审批部门签署后立即生效。

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| --- |
| Policy Tracking Record |
| Version | Nature of Changes | AdoptedDate | Approval Date | Adopted/Approved by | Issue Date |
| V-1 | N/A | 01 Apr 2023 | 27 Apr 2023 | IE, PC, Production & COO | 27 Apr 2023 |
| V-2 | 3. Motion Analysis Through Video | 20 Aug 2023 | 20 Aug 2023 | IE, PC, Production & COO |  02 Dec 2023 |
| 7. Size, Measurement & Version Consider |
| 14. Allowance Standard (Man/Machine) |
| 19. TMIS Style BH Application Procedure TMIS |
| 20. TMIS BH Application Procedure in Automation TMIS |
| 26. Standard SMV Formulation procedure |
| 29. File & Style number formulation procedure |
| 30. Two types of efficiency in power BI |

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 Prepared By Reviewed By PM Reviewed By PC

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 Reviewed By Production DH Reviewed By IM DH Approved By COO