Ventura Leatherware Mfy (BD) Ltd

UEPZ, Nilphamari, Bangladesh

Policy Name: 政策名称:	TMIS Manual TMIS 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
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A. 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。

B. 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

C. TERMS & CONDITIONS Of TMIS Implementation 条款及条件:

1. **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。

2. **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。

3. **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。

4. **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	400H		5.5	330	430
	1st Primer 第一底油				

产品油边工序	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 Painting LOGO 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	

5. **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。

6. **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。

7. **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。

8. **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。

9. **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)

10. **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。

11. **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。

12. **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。

13. **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。

14. **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。

15. **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。

16. 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。

17. **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。

18. **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。

19. **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。

20. **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。

21. **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。

22. **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。

23. **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。

24. **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。

25. **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。

26. 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。

27. 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。

28. 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。

29. 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。

30. 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）。

D. 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。

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 Head IM, HCM & Admin	Production, PC & Policy review Committee	COO

E. 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。

	Policy Tracking Record				
Version	Nature of Changes	Adopted Date	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 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	20 Aug 2023	20 Aug 2023	IE, PC, Production & COO	02 Dec 2023

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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