Responsibility	Goals	Actions
SAFETY		
1. Injury Indices	1.(a) No disabling or serious injuries. (b) Minor injury index ≤ 0.75	1 serious on 8/5 [illegible]
2. Improvements	2.Make 6 improvements	2.(a) Move push button for therminol circulating pump motor. (b) Install pressure reducer in steam line to Cat.mix tank. (c) Improve method of moving hot bottoms drums. (d) Work with warehouse personnel to improve drums used for bottoms. (e) List location of all eight glasses and determine need for them. (f) Relocate chlorine discharge line from vaporizer rupture disc.
	isolate the necessary tracers to reduce temp on mix tank.	OK 5-15 [illegible] installed [illegible] 4/24/70
	Rewrite monthly safety report form.	OK new classification set up on 4/10.
		Completed
		OK July 3
3. Inspections	3. Use inspections to identify unsafe conditions.	3.Report quarterly on the status of the safety device inspection list.
4. No procedure violations		
5. Operator records	5. Improve operator awareness of their own record of injuries.	5.Compile each individual operator record and discuss it with him.
		OK May/70
QUANTITY		
1. On stream rate	1. Maintain capability of Bracket 2 production	1.(a)Keep informal records of equipment performance. (b)Make capacity runs quarterly.
2. Process downtime	2. Maintain process downtime $\leq 3.5\%$	2.Log downtime
3. Delayed shipments	3. No delayed shipments due to department controllable factors when sufficient lead time is given,(3 days for Aroclors and 5 days for blends).	3.Check shipment date

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Responsibility	Goals	Actions
QUALITY		
1. Complaints	1. Customer complaints within department control) ≤0.3/100 shipments.	1.(a)Continue tank car inspections by supervision. (b)Change all filter cartridges routine and keep records of changes. (c)Sample tank car heels.
2. Quality improvement →	2. Improve quality of 1242 and 1254.	2.(a)Install polishing filters in front of #1, 2 and 3 absorbers. (b)Change absorber beds in #1, 2 and after polishing filters are installed. (c)Ask for operator suggestion to improve quality.
→		
COSTS		
1. Cost improvement →	1. Make cost improvements OK 2/3	1.(a)Eliminate routine overtime on porter job. (b)Continue use of preventive maintenance list.
		2.Rework good returned product drums in 30 days.
	1ST QUARTER OK	3.Review cost sheets monthly with supervisor.
		4.Review cost sheets monthly and keep accurate records of (91 and 92 jobs. 2nd Qtr. 91 yds.
YIELDS		
1. Raw material usage	1. Achieve the following yields: a) BiØ 99.0% b) TCB 98.0% c) TTCB 98.0% d) TCP 98.0%	1.(a) Maintain close process control

esponsibility	Goals	Actions
HOUSEKEEPING		
. Inspection ratings	1. Maintain a score of ≥ 280.	1. Use department rating form monthly.
. Normal appearance	2. Be ready for Coporate Inspection in 3 days.	2. Have some clean up done every day.
PERSONNEL MANAGEMENT		
. Communications	1. Maintain good intra-departmental communications. 4/27	1. Assist in issuing a newsletter.
. Development of operators	2. Develop operators to know more about the products we make.	2. (a) Talk with each operator and explain the changing demand of our customers and how it does affect our dept. (b) Also explain more of what is involved in selling our products (different groups involved).
PROCESS		
1. Operating Instructions	1. Write new operating instructions	1. Write all new operating instructions by 9/1.
2. Process Control	2. Complete data bank.	2. Complete all phases of the data bank by 1/1/71.
POLLUTION		
1. Process Control	1. Use process control to reduce and define Aroclor losses.	1. (a) Record waste drums going to land-fill. (b) Co-operate with other groups to make improvements (c) Clean sewer trenches and remove residue and Aroclor.
PHYSICAL FACILITIES		
1. Awareness of condition	1. Maintain awareness of physical condition of department.	1. Monthly maintenance inspection with supervisor for potential maintenance problems.
2. Plant improvement budget	2. Stay within budget	2. Review monthly expenditures.
3. Work to assist budget	3. Stay within budget	3. Review monthly expenditures.

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sponsibility	Goals	Actions
OTHER Special assignments	1. Fulfill any given assignment.	1. Continue as a member of the Foreman Selection Board.
Objectives	2. Write monthly objectives	2. Write monthly objectives and resul
. Personal improvement	3. Use Algebra in calculating blends.	3. Develop learned Algebra methods into a useful tool for making blends.