

REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA05/290

TITLE: **Shinagawa Refractories Australasia Pty Ltd Unanderra
Berkeley Road Enterprise Agreement 2005**

I.R.C. NO: IRC5/4593

DATE APPROVED/COMMENCEMENT: 26 September 2005 / 26 September 2005

TERM: 15

**NEW AGREEMENT OR
VARIATION:** Replaces EA02/310.

GAZETTAL REFERENCE: 4 November 2005

DATE TERMINATED:

NUMBER OF PAGES: 27

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to all employees employed by Shinagawa Refractories Australasia Pty Ltd, at its Unanderra Berkeley Road site the unions and the employees eligible to become members of the Unions who are performing work under classifications who fall within the coverage of the Metal, Engineering and Associated Industries (State) Award, Refractory Industry (State) Award.

PARTIES: Shinagawa Refractories Australasia Pty Ltd -&- the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch, Electrical Trades Union of Australia, New South Wales Branch, The Australian Workers' Union, New South Wales, The Federated Brick, Tile and Pottery Industrial Union of Australia, New South Wales Branch

SHINAGAWA REFRACTORIES AUSTRALASIA PTY LTD - UNANDERRA BERKELEY ROAD ENTERPRISE AGREEMENT 2005

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1. Title

This Agreement will be known as the Shinagawa Refractories Australasia Pty Ltd Unanderra Berkeley Road Enterprise Agreement 2005 and will be submitted to the Industrial Relations Commission of New South Wales for approval in accordance with Section 34 of the *Industrial Relations Act 1996* (NSW).

2. Parties Bound

This Agreement is made between:

- (a) Shinagawa Refractories Australasia Pty Ltd (ABN 81 082 371 891);
- (b) The Federated Brick, Tile and Pottery Industrial Union of Australia, New South Wales Branch;
- (c) Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch;
- (d) Electrical Trades Union of Australia, New South Wales Branch; and
- (e) The Australian Workers' Union, New South Wales;

This Agreement will be binding on Shinagawa Refractories Australasia Pty Ltd, the Unions and the employees eligible to become members of the Unions who are performing work under classifications prescribed by the Awards at the Company's Unanderra Berkeley Road site.

3. Definitions

'Award' means relevantly the Refractory Industry (State) Award or the Metal, Engineering and Associated Industries (State) Award, as varied or replaced.

'Commission' means The Industrial Relations Commission of New South Wales.

'Company' means Shinagawa Refractories Australasia Pty Ltd.

'Employees' means all persons employed by the Company working at the Company's Unanderra Berkeley Road site and covered by the Award.

'Parties' means the Company, the Unions and Employees.

'Site Leadership Team' or 'SLT' means the team consisting of management and employee representatives established under clause 7.

'Unions' means The Federated Brick, Tile and Pottery Industrial Union of Australia, New South Wales Branch, Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch, Electrical Trades Union of Australia, New South Wales Branch and the Australian Workers' Union, New South Wales.

'VER' means Voluntary Early Retirement.

'Work Group' in principle means all members of an operating shift with day workers belonging to the Work Group which is on day shift at that time.

4. Application of Award

The Parties agree that the provisions of the Refractory Industry (State) Award and the Metal, Engineering and Associated Industries (State) Award, as varied or replaced (except in respect of any matters dealt with in this agreement) continue to apply to employees who are covered by the applicable Award.

5. Strategic Partnership

- 5.1 This Agreement has been prepared by representatives of the employees and management. The Agreement will continue to make the Company the best refractory manufacturing site in the Asia Pacific. The recognition and development of sustained strategic partnerships between all levels of the organisation is fundamental to this agreement. The Parties are committed as a site to the development of the working relationships between all Parties at the Unanderra Berkeley Road site.

- 5.2 The Parties will continue to develop the relationships to form a strategic partnership on the site that will be long lasting, robust and of mutual benefit. The partnership will be based on trust, commitment and co-operation by all Parties. The Parties will work in an environment where they recognise that the effort and performance of individual employees and the teams to which they belong will result in growth for the Company through the achievement of the business goals in conjunction with the satisfaction and development of individual employees covered by this agreement. The targets as listed in Clause 12 will be achieved by all employees co-operation.
- 5.3 The strategic partnership will be developed to actively meet all the needs of the business. It is recognised that all employees are part of the business and will contribute to defining the business needs.
- 5.4 The Parties agree that all facets of work at the Unanderra Berkeley Road site are aimed at achieving best standards of excellence and best practice in all relevant areas including -
- Operational and business performance;
- Work organisation;
- Workplace flexibility;
- Recruitment practices;
- Continuous improvement;
- Training and development;
- Quality;
- Safety; and
- Harmonious employee relations.
- 5.5 It is recognised that any work injury at the Company's Unanderra Berkeley Road site is totally unacceptable. The SLT through the OH&S Committee will involve all employees in ensuring that there is continuous improvement in the Company's safety performance and working environment. It is an objective of this agreement through all the Parties to achieve and maintain an injury free workplace by implementing the initiatives identified in Clause 8.
- 5.6 The Parties recognise that the success and viability of the business is based on customer focus. At the Unanderra Berkeley Road site, customer focus is a driving force behind our strategies and daily actions. The most significant impact that the Parties can make on customer satisfaction is for the Company to operate the plant safely, reliably, efficiently and effectively. During the term of the Agreement all Parties are committed to develop processes to ensure that all customer and business needs are met. The Parties are committed to improving the performance of the Unanderra Berkeley Road site by implementing the initiatives identified in Clauses 11 and 12.

6. Work Groups

- 6.1 Employee 'Work Groups' will ensure that employees work as a team with their Team Leader/Supervisor/Manager to meet the goals of the business. The Work Groups will be involved in activities including the development of workplace safety improvement plans, developing employee skill and competency levels, job and skill sharing and the resolution of workplace issues.
- 6.2 The Work Group Team Leader will assist and allocate work roles to group members, and will be responsible for ensuring that each team member has access to necessary training and experience to enable the optimal performance of the Work Group. Refer to Clause 23.
- 6.3 Employees may be transferred and or rotated between any areas of the Unanderra Berkeley Road site within their skill levels and classifications.

- 6.4 The Work Group Team Leader will meet regularly with management to discuss matters relating to the Work Group and plant business.

7. the Site Leadership Team

- 7.1 The Parties are committed to the establishment and maintenance of processes through which changes to the business, performance of work and the implementation of this Agreement can be discussed and monitored to ensure the interests of all Parties are properly considered.
- 7.2 A 'Site Leadership Team' (SLT) will be established and will consist of representatives from the Parties which includes Union delegates and Team Leaders. The SLT will operate in a consensus mode.
- 7.3 The SLT will meet monthly to monitor the implementation of this Agreement and discuss any significant workplace issues that affects the business as a whole and which are able to be resolved within the Work Groups or through normal channels of communication. Refer to Clauses 5 and 24. It is important that the targets for production tonnes are monitored monthly and reasons for downtime are discussed as outlined in Clause 12.

8. Occupational Health and Safety

- 8.1 The employees covered by this Agreement recognise that they are responsible and accountable for working in a safe manner at all times and in compliance with Company's policies and procedures, statutory requirements and the 'safe working' policies and practices developed by the Parties and the OH&S Committee.
- 8.2 The SLT will support the OH&S Committee in the development and implementation of safety initiatives aimed to continuously improve the safety performance measures of work place with the ultimate aim of achieving and maintaining an incident free work place.

9. Equal Employment Opportunity

- 9.1 This Agreement does not contain any unlawful discrimination either directly or indirectly on the unlawful grounds of discrimination as prescribed by statute. The Agreement also complies with all other relevant statutory requirements.
- 9.2 The Parties acknowledge that all employees have the right to work in an environment free of discrimination and harassment. The Parties will not condone such behaviour or a work environment that gives rise to such behaviour, and any allegations of workplace harassment or discrimination will be taken seriously and investigated by the Company. Refer to Clause 21.
- 9.3 Recruitment, selection for specific jobs and career progression and promotion will be determined on the basis of merit, competency and the potential to effectively perform the job.

10. Hours of Work

- 10.1 The ordinary hours of work will be thirty eight (38) hours per week, Monday to Friday, eight (8) hours a day averaged over a nineteen (19) day four (4) week cycle,
- 10.2 Employees may be required to work in accordance with the 8 or 12 hour shift roster arrangements set out below or a combination of them.
- 10.3 12 Hour Shift Rosters:

10.3.1 The hours of work will be:

DAY SHIFT:	7:00AM - 7:00PM
NIGHT SHIFT:	7:00PM - 7:00AM

10.3.2 The Employees agree to maintain continuous plant operations throughout the shifts including the crib breaks and shift change-overs. To achieve continuous plant operations all employees agree to stagger their starting and finishing times.

10.3.3 The staggered starting and finishing times are:

DAY SHIFT:	6.30AM - 6.30PM
NIGHT SHIFT:	6.30PM - 6.30AM

10.3.4 These times may be changed by mutual agreement between the Company and Employees.

10.4 8 Hour Shift Rosters:

10.4.1 The spread of normal hours are:

Day work:	6:00am to 4:00pm
Shift work :	7:00am to 3.00pm (day shift)
	3:00pm to 11:00pm (afternoon shift)
	11:00pm to 7:00am (night shift)

10.4.2 These times may be changed by mutual agreement between the Company and Employees.

10.5 The Work Groups will maintain their own rosters ensuring an agreed complement to safely meet the needs of the Business and the Work Group, and in accordance with leave requirements (see clause 18).

11. Customer Satisfaction

11.1 The Parties are committed to developing and implementing ongoing quality, reliability and other improvement initiatives with the aim of continuously improving customer satisfaction and meeting customer needs.

11.2 The improvement initiatives may include:

Targeted employee training;

Active employee participation in improvement teams;

Active employee participation in the development and implementation of site performance/production measures and subsequent improvement initiatives as outlined in Clause 12;

Changing the focus from 'breakdown' maintenance to 'reliability' maintenance (Total Productive Maintenance - TPM).

12. Performance Requirements

12.1 To ensure the Plant remains profitable it has been agreed that the following targets will be met.

12.1.1 Saleable Production Tonnes/Annum

Bricks	1800-2000 tonne
Trough Castables	2400-2600 tonne
Taphole Clay	1000-1200 tonne
Average Output	5500 tonne/annum

12.1.2 The Parties will work together to continuously reduce rejection levels across the plant.

12.1.3 All parties will make every effort to achieve a reduction in controllable costs of at least \$20/t over the term of this agreement.

Achieving the above targets with the manning levels of 14 operators and 4 maintenance technicians will ensure the competitive position of the Company is maintained.

- 12.2 These targets will be monitored and measured until 31 December 2006 and then new targets will be set for the EBA renewal in April 2007. In the event the targets are not met within the time frame outlined it is agreed that the Company will take action to ensure the ongoing viability of the Business at the Berkeley Road Plant. Accordingly if these circumstances arise, the Company undertakes to consult with the Parties to find appropriate solutions, which may include a reversion to a wages and overtime system. However the Company recognises that in order to measure conformance to targets, recognition must be given to factors outside the control of employees. These factors are raw material shortages, major unforeseen breakdowns and lack of market demand.

13. Salaried Working Conditions

- 13.1 The annualised salaries set out in Attachment 1 include components in recognition that Employees may be required to work extra hours in addition to the ordinary hours of work set out in Clause 10. To achieve the targets set out in Clause 12, extra hours may have to be worked and there will be no time off in lieu for working these extra hours. This extra time is built into the annualised salary.
- 13.2 Employees will be given reasonable notice when required to work additional hours to the ordinary hours of work.

14. Annualised Salaries

- 14.1 Employees will be paid an annualised salary. The relevant salaries for each classification are set out in Attachment 1 of this Agreement. The classification definitions are set out in Attachments 2 for the Plant Operators, Attachment 8 for the Electrical Trades and Attachment 9 for the Mechanical Trades.
- 14.2 The Parties agree that the classification structures and definitions for operations and trades may be revised from time to time during the term of this Agreement in accordance with the Company's business needs.
- 14.3 The annualised salaries will be inclusive of the following entitlements:
- (i) all Award entitlements including but not limited to:
 - base weekly wage and safety net adjustments;
 - overtime payments including payments for call-ins and public holidays;
 - allowances including leading hand, meal, industry, shift, and other special disability allowances (excluding First Aid);
 - all travel monies;
 - penalty payments; and
 - annual leave loading;
 - (ii) any over-award payments or allowances
- 14.4 Salaries will be paid in equal weekly instalments by means of direct deposit transfer into an account with a financial institution nominated by the employee and acceptable to the Company.
- 14.5 Employees covered by this Agreement will be entitled to increases in the salaries as set out in Attachment 1 of this Agreement. Any increases in Award Rates of pay, including but not limited to increases arising from State Wage Case Decisions (including Safety Net Adjustments) will be absorbed, into the increases.

15. First Aid Allowance

- 15.1 In addition to the salaries in Clause 14, a payment will be made to the annual salary for those employees who have a Senior First Aid Certificate and have been nominated by the Company to provide first aid when required.

Senior First Aid Certificate \$620 per annum

16. Clothing Issue

- 16.1 On an annual basis (starting 1 January 2006) employees will be entitled to a voucher for \$275 (not including GST) to purchase all safety clothing using Company nominated suppliers. The voucher can only be used for safety clothing/shoes and must include high visibility clothing which must be worn on the plant after 1 January 2006.
- 16.2 The system in 16.1 will be for a trial period of 1 year from 1 January 2006 and if unacceptable to both parties the system will revert to the previously used points system. The points will be raised from 9 to 10.

17. Salary Sacrifice

- 17.1 Employees covered by this Agreement may (if they choose) sacrifice part of their salary into their Superannuation fund based on the Company guidelines. Refer to Attachment 7.
- 17.2 An employee must elect by a notice in writing, in accordance with clause 17.1, that the employee wishes to receive a nominated amount as an employer contribution to superannuation made by the Company. Effective from the date nominated by the employee, the salary payable to an employee pursuant to Clause 13 will be reduced by the Company by the nominated amount instructed by the employee (not exceeding the Company guidelines).

18. Leave

- 18.1 Annual Leave

Employees will be entitled to annual leave in accordance with the *Annual Holidays Act 1994* (NSW) and the Unanderra Berkeley Road Plant Annual Leave Guidelines (which may be changed by mutual agreement).

Payments made during periods of annual leave or on termination of employment will be paid for at the annualised salary rate applying at the time. No annual leave loading will be payable.

- 18.2 Sick Leave

The Company has a discretionary sick leave policy which will apply for the duration of this Agreement (see Attachment 4).

- 18.3 Picnic Day

The Company will only allow for one day per year for a common Union Picnic Day.

- 18.4 Long Service Leave

Employees are entitled to Long Service Leave in accordance with the *Long Service Leave Act 1955* (NSW) at the annualised salary rate. The Parties agree to discuss changes to the benefits of the long service leave during the term of this agreement.

- 18.5 Compassionate or Bereavement Leave

Additional leave will be granted at the discretion of the Work Group and or Management for the purposes of bereavement upon application by the employee.

18.6 Parental Leave

An employee with 12 months or more continuous service is entitled to a maximum of 52 weeks unpaid parental leave in accordance with the *Industrial Relations Act 1996* (NSW).

Parental leave taken by an employee can be:

- (i) Maternity leave, in connection with a pregnancy or birth of her child.
- (ii) Paternity leave, in connection with the birth of his spouse's child.
- (iii) Adoption leave, in connection with the adoption of a child under 5 years of age.

All parental leave must be completed before the child's first birthday or one year anniversary of adoption.

An employee and his or her spouse may not take parental leave at the same time, except where one spouse is on a period of "short paternity leave" or "short adoption leave".

An employee must:

- (i) at least 10 weeks before the anticipated commencement of the parental leave, give written notice to the Company of the intention to take parental leave; and
- (ii) At least 4 weeks before the anticipated commencement of the parental leave (14 days for adoption leave), give written notice to the Company of when they wish to start and end the parental leave.

18.7 Special Leave - Without Pay

An employee may request special leave without pay for urgent or unforeseen circumstances only if the employee has no untaken leave entitlements and no other form of leave is appropriate. This special leave is not to be used as a substitute to normal annual leave. The following clauses apply to the granting of special leave:

- (i) There must be good and sufficient reason for the request of special leave and the Plant Manager must be satisfied that the employee intends to resume duty with the Company at the end of the special leave period.
- (ii) The granting of special leave without pay is totally and solely at the discretion of the Company.
- (iii) The employee may not accept other employment during special leave without pay, without prior approval of the Company.
- (iv) Annual leave and long service leave will not accrue during periods of special leave without pay, except if the leave is given for reasons of the employee's sickness or ill health.
- (v) During periods of special leave without pay the employee's Company superannuation fund contributions will discontinue until resumption of duties.
- (vi) The employee will not be covered by a short-term employee or contractor during the period of special leave.

18.8 Public Holidays

- (i) The impact of public holidays on employees who are not rostered to work on the day that the public holiday falls will be managed by moving the roster day for day workers and crediting hours for shift workers.
- (ii) The credited hours will be equal to the shift hours on the day of the public holiday.
- (iii) The credited hours are not to be accumulated and must be taken as soon as practical after the public holiday and without any loss to production.
- (iv) No hours will be credited where a public holiday falls on a day where no employee is rostered to work.

19. Superannuation

- 19.1 The Company will make Superannuation contributions of 10% of the employee's annualised salary.

20. Employment Security

- 20.1 The Company's aim is to maximise employment security
- 20.2 If there is a downturn in the business which necessitates a reduction in manning the Company will do the following:
- 20.2.1 If there are positions vacant at the Glastonbury Avenue Plant there will be a request for volunteers and any such volunteers will be transferred using conditions outlined in Clause 20.4.
- 20.2.2 If there are no volunteers for transfer to the Glastonbury Avenue Plant, VER will be opened with the Company identifying a specified number needing to leave:
- (a) If there are too many people wanting to take VER the Union and Employees will select employees for VER using years of service on the plant (gate seniority) and years of service in the Company (Company Seniority) where gate seniority is equal. Those with maximum years of service will have priority.
 - (b) If there are not enough volunteers for VER the Union and Employees will select employees to be nominated for VER using years of service on the plant (gate seniority) and years of service in the Company (Company seniority) where gate seniority is equal. Those with minimum years of service will be nominated to take VER.
- 20.3 There will be no short-term transfers between the Unanderra Berkeley Road Plant and Glastonbury Avenue Plant. Transfers will be on a permanent basis and employees will work in accordance with the terms of the Enterprise Agreement applying to the employees at the respective plants.
- 20.4 As the Berkeley Road Plant operates on an all-up annualised salary package the following conditions will apply on transfer to the Glastonbury Avenue Plant:
- (a) A one-off payment of \$2500 (after tax) will be made on transfer.
 - (b) A one-off payment, equivalent to the dollar value of an employee's accrued long service leave and annual leave decreases on transfer to the Glastonbury Avenue Plant due to the difference in the base annualised salary at the Site and the Glastonbury Avenue Plant. The total amount of this difference in the dollar value can be taken as a one-off payment in either of the following ways:
 - (i) As a payment into the employee's superannuation fund.
 - (ii) As a payment included in the employees last pay prior to transfer.

21. Disciplinary Procedure

- 21.1 It is the Company's and Union's intention that any concerns about the behaviour of all employees be resolved in a timely and pro-active manner. The objective is to address unacceptable employee behaviour to ensure that it ceases.
- 21.2 The Work Group Team Leader will give verbal warnings to the employees to correct unacceptable behaviour before formal counselling and discipline is required.
- 21.3 The following disciplinary procedure will apply to all employees:

Step 1 - Counselling

The employee will be counselled by the supervisor or other Company officer. It will be the employee's option as to whether or not he/she desires his/her delegate/Team Leader to be present during the issuing of this counselling. The employee will be advised that failure to show the required improvement in the area for which the counselling has been issued or failure to perform satisfactorily in any other area for which further counselling is warranted, will result in proceeding to the second step of formal counselling and warning system. The counselling will be recorded on the formal Counselling and Warning Notice and placed on file and will remain on file for a period of six months.

Step 2 - First Warning

The first warning is issued to the employee by the supervisor and/or other Company officer in the presence of the employee's Union delegate/Team Leader. The warning will be recorded on the formal Counselling and Warning Notice and will remain on file for a period of six months. The employee will be advised that failure to show the required improvement in the area for which the warning has been issued is warranted, will result in proceeding to the third step of the formal counselling and warning system.

Step 3 - Final Warning

The final warning is issued to the employee by the supervisor and/or other Company office in the presence of the employee's Union delegate/Team Leader. The warning will be recorded on the formal Counselling and Warning Notice and placed on the employee's file. Copies of the written warning will be provided to the employee's Union delegate and the supervisor. The formal warning remains effective for 12 months. The employee will be advised that failure to show the required improvement in the area for which the warning has been issued or failure to perform satisfactorily in any other area for which a further warning is warranted, will result in termination of employment with the Company. Every employee shall have the right to inspect the formal warning file relating to their own warnings to ensure their accuracy.

Step 4 - Termination of Employment

The employee is advised by the supervisor and/or a Company officer that his/her services are to be terminated for a further breach of his/her duties and obligations for which he/she has received previous counselling and warnings. Where practical, the employee's Union delegate/Team Leader should be present.

Summary Dismissal - The formal counselling and warning system shall not apply to an employee who performs an act of serious misconduct. Such an act warrants instant dismissal and the offending employee will be advised by the supervisor or other Company officer of his/her termination of employment. The Union delegate/Team Leader will be advised of the dismissal as soon as practicable after such dismissal.

- 21.4 Despite Clause 21.2, the Company may at its discretion, elect to suspend an employee without pay for a specified period in appropriate circumstances. Such circumstances could include, but are not limited to, the following:
 - (i) Pending an investigation by the Company into any allegation of misconduct or inappropriate behaviour by the employee;

- (ii) in conjunction with a written warning or as part of a disciplinary procedure; or
- (iii) Where the Company considers termination of employment warranted but decides that there are mitigating circumstances or factors to be taken into account.

22. Union Delegates

- 22.1 The Company is committed to the training and development of Union delegates at the Berkeley Road site so that they have appropriate skills to successfully perform the following responsibilities:
- Developing positive relationships between employees and management;
 - Facilitating the implementation of the Plant's enterprise agreement;
 - Assisting in the resolution of employee grievances and disputes;
 - Improving communications within the workplace;
 - Ensuring leadership in planning future direction;
 - Liaising with union and industry organisations.
- 22.2 Subject to approval of their Work Group, Union delegates will be given suitable time during work hours to resolve issues.
- 22.3 The Company will allow for paid time off for Union delegates to attend trade union courses.
- 22.4 Officials of Unions party to this Agreement will be given reasonable access to the plant providing that all safety and access procedures are adhered to and requirements of the Industrial Relations Act 1996 (NSW) and OHS Act are met.

23. Employee Learning Process

- 23.1 The Parties are committed to a continuing process of improving employee's skills, knowledge and competency. The Parties agree to the implementation of skill sharing, the removal of any restrictions, bans or limitations on employees performing any work for which they are suitably trained and competent, and which is SAFE, LEGAL AND LOGICAL. Changes to work practices will be discussed and agreed to by the SLT before implementation.
- 23.2 The Parties are committed to the objective of employees participating in training.
- 23.3 Competency Learning
- 23.3.1 All learning will be competency based where possible with clearly defined and agreed standards. Both on and off the job training will be provided and financial support will be given by the Company where appropriate. The Work Group Team Leader will be responsible for the scheduling of all employee learning activities.
 - 23.3.2 Roles will be defined and agreed in terms of accountabilities and responsibilities in the document Unanderra Berkeley Road Classification Structure (see Attachment 2); the trade's classification structure for levels higher than C7 (see Attachment 2) and appropriate Awards. The roles will be based on business needs with the key tasks being aligned to competency standards.
 - 23.3.3 Employees will have ongoing assessment against job roles and competency profiles. The outcome of the assessment will be to identify training gaps, which will be addressed in the individual development plan.

23.3.4 The Team Leader of the Works Groups will give each employee a development plan to address training gaps. The development plan will be an action plan made up of various training and development activities matched to competencies, which need to be developed. The development plan will be agreed with the team leader in consultation with the work group and will be reviewed regularly. It is the responsibility of the employee, in consultation with the employees of the Work Group and Team Leader, to complete development plans. Financial and other support will be given to the employee for this purpose where appropriate.

24. Disputes Procedure

24.1 Step 1

Any employee or a Work Group with a grievance about any issue should try to resolve the issue within the Work Group. An employee may consult his or her Union delegate and involve the delegate in any discussions. If the Work Group need time to consider options for resolution, normal work must continue until the matter is resolved by the work group or referred to the next stage of the dispute procedure.

24.2 Step 2

If the matter is not resolved in accordance with Step 1, it will be referred to Management and the Union organisers for consideration and resolution.

24.3 Step 3

If the issue cannot be resolved at Stage 2, it will be referred to the Commission or an agreed mediator. The Parties will meet their own costs of the mediation or Commission proceedings.

If the issue is referred to the Commission, the Commission will only be required to conciliate unless the Parties consent to arbitration.

24.4 Whilst the above procedure is taking place, normal safe work will continue. No party will be prejudiced as to final settlement by the continuance of work in accordance with this clause.

25. Termination of Employment

25.1 Permanent employment shall be by the week. Notice shall be in accordance with the following:

25.1.1 Notice of Termination by the Company

- (i) In order to terminate the employment of a full-time employee, the Company will give to the employee the period of notice specified in the table below:

Period of Continuous Service	Period of Notice
One year or less	One week
Over one year and up to the completion of three years	Four weeks
Over three years and up to the completion of five years	Four weeks
Over five years of completed services	Four Weeks

- (ii) In addition to the above notice, employees over 45 years of age at the time of giving of the notice with not less than two years continuous service with the Company will be given an additional week's notice.
- (iii) The Company may terminate an employee's employment by making a payment in lieu of notice. Employment may be terminated by the employee working part of the required period of notice and by the Company making payment in lieu for the remainder of the period of notice.
- (iv) In calculating any payment in lieu of notice, the relevant part of the employee's annual salary which would have been received in respect of the period of notice had the employee's employment not been terminated will be used.

- (v) The periods of notice in this clause will not apply in the case of summary dismissal.

25.1.2 Notice of Termination by Employee

- (i) The notice of termination required to be given by an employee is the same as that required of the Company, except that there is no requirement for the employee to give additional notice based on his or her age.
- (ii) If an employee fails to give notice, the Company has the right to withhold any salary owing to the employee, to a maximum amount equal to the salary for the relevant period of notice required.

26. Short Term Employment

- 26.1 Due to the unpredictability of the Company's business it will be necessary from time to time to use short-term employees to manage peak loads. The employment of these short-term employees will be based on the needs of the business.
- 26.2 The use of part time employees, casuals and contractors will be by consultation and agreement and with the Parties agreeing as to what conditions they are engaged under.
- 26.3 The maximum term of employment of a short-term employee or position will be 6 months continuous. If the needs of the business require a short-term employee or position for greater than 6 months continuous then the position shall be made permanent.
- 26.4 The Company has the right to ensure that any available positions are filled with the most appropriate persons. The relevant Parties will be involved in the selection of the person for the available position.

27. Period of Operation of Agreement

- 27.1 This agreement will operate from the date of its approval by the Commission until 31 December 2006. Negotiations for a new agreement will commence in January 2007.

28. No Extra Claims

- 28.1 The Unions undertake not to raise any further claims during the term of the Agreement, including claims relating to pay, conditions of employment, national or state wage cases or test cases.

DATED the 18 day of July 2005

29. Signatories

SIGNED for and on behalf of

THE FEDERATED BRICK, TILE AND POTTERY INDUSTRIAL UNION OF AUSTRALIA, NEW SOUTH WALES BRANCH

Secretary
Name (printed):.....

.....
Witness
Name (printed):.....

SIGNED for and on behalf of AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING AND KINDRED INDUSTRIES UNION, NEW SOUTH WALES BRANCH

Secretary

Name (printed):.....

.....

Witness

Name (printed):.....

SIGNED for and on behalf of ELECTRICAL TRADES UNION, NEW SOUTH WALES BRANCH

.....

Secretary

Name (printed):.....

.....

Witness

Name (printed):.....

SIGNED for and on behalf of THE AUSTRALIAN WORKERS' UNION, NEW SOUTH WALES

.....

Secretary

Name (printed):.....

.....

Witness

Name (printed):.....

SIGNED for and on behalf of SHINAGAWA REFRACTORIES AUSTRALASIA PTY LTD
(ABN 81 082 371 891)

In the presence of:

Director

Name (printed):.....

.....

Director or Secretary

Name (printed):.....

ATTACHMENT 1

ANNUALISED SALARIES

OPERATIONS

Level	Effective 27 April 2005		Effective 26 April 2006	
	Shift Work	Day work	Shift Work	Day Work
Basic	\$39136	\$37020	\$40310	\$38131
1	\$45747	\$43632	\$47119	\$44941
2	\$52358	\$50242	\$53928	\$51750
3	\$56325	\$54209	\$58014	\$55835
4	\$60688	\$58572	\$62509	\$60329
5	\$64733	\$62618	\$66675	\$64496
6	\$70128	\$67959	\$72232	\$69998
7	\$76871	\$74703	\$79177	\$76944

MECHANICAL

Level	Effective 27 April 2005		Effective 26 April 2006	
	Shift Work	Day work	Shift Work	Day Work
Basic	\$57646	\$55399	\$59375	\$57061
C10	\$70868	\$68621	\$72994	\$70679
C7	\$84090	\$81842	\$86613	\$84297
C6	\$90568	\$88320	\$93285	\$90970
C5	\$97179	\$94933	\$100095	\$97781

ELECTRICAL

Level	Effective 27 April 2005		Effective 26 April 2006	
	Shift Work	Day work	Shift Work	Day Work
Basic	\$58175	\$55795	\$59921	\$57469
1	\$71397	\$69612	\$73539	\$71700
2	\$83297	\$81214	\$85796	\$83651
3 (C6)	\$95196	\$92816	\$98052	\$95601
4 (C5)	\$107095	\$104716	\$110308	\$107857

ATTACHMENT 2

UNANDERRA BERKELEY ROAD CLASSIFICATION STRUCTURE - OPERATORS

1. Scheme Outline
2. Unit Rating Factors and Points
3. Job Units and Ratings
4. Points Structure for Classification Levels
5. Classification Structure
6. Levels 6 & 7
7. Rules of the Scheme

1. Scheme Outline

Unanderra Berkeley Road Competency-based Classification Structure will allow a career path for employees based on a flexible, multi-skilled workforce, with an emphasis on safety and training throughout the units, in addition to job rotation, being the prime elements.

The structure is made up of levels ranging from Basic Entry through to Level 7. Progression through to Level 6 is available to all employees based on proficiency in skills acquired and maintained for those levels. Level 7 are by appointment only.

Competency Assessment in each Job Unit will be carried out by a delegation nominated by the Training Committee, and consisting of three people: a Team Leader, an Operator who has been deemed competent in the Job Unit, and a Company Representative.

The standards to which an Operator must perform to be considered competent are contained in the Competency Assessment Checklist for each Job Unit. The Checklist is used as a reference during training, and during the assessment itself. To achieve competency to a particular level, the Operator must accumulate points allocated to that particular level.

2. Unit Rating Factors and Point Allocation

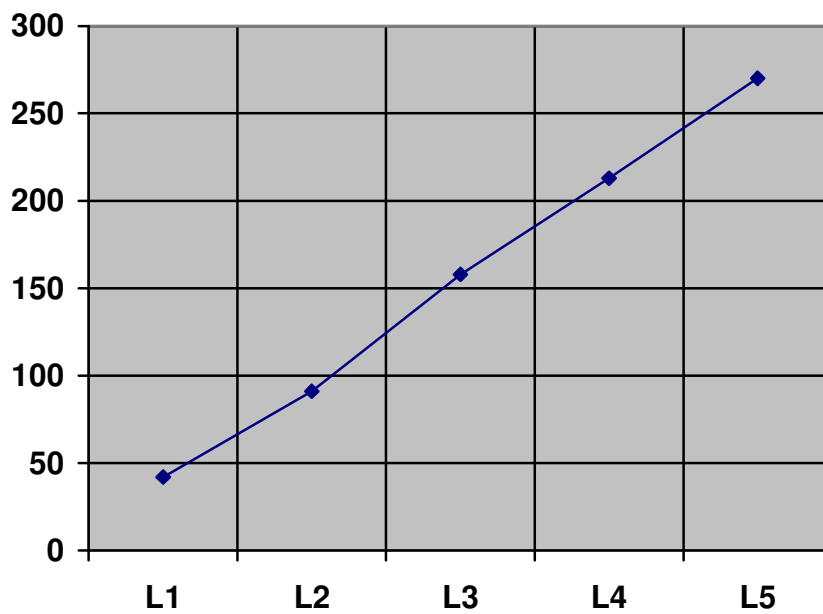
Each Job Unit on the Plant was rated to determine the amount of work involved, according to the following factors:

Factor	Points Rating
a. Product Quality and Output (Impact on Process)	0-8
b. Difficulty to Learn	0-10
c. Physical Difficulty and Condition	0-5
d. Complexity (Skill and Knowledge)	0-5
e. Problem Solving	0-5
f. Working with Other (in the Team and Outside)	0-5
g. Mental Effort (Concentration and Alertness)	0-5

3. Job Units and Ratings

Unit	Points Rating
1. Amenities	8
2. Basic Press Robots	11
3. Bucher Press Die Change	14
4. Fukai Press Die Change	13
5. Transfer Cars Manual Operation	13
6. Bucher Press Or Taphole Packaging	22
7. Brick Saw	24
8. Fukai Press Or No1 Line Bagging	25
9. No. 1 Mixer Or Taphole Mixer	24
10. No. 2 Mixer Or No1 Line Batching Station	16
11. Grinding Room	28
12. No. 1 Unloader/Packing Line Or No1 Line Raw Materials	31
13. No. 2 Unloader/Packing Line	29

4. Points Structure for Classification Levels



To attain each Classification Level, the following point tallies must be reached:

Level 1	42 points
Level 2	91 points
Level 3	158 points
Level 4	213 points
Level 5	270 points

5. Level Structure

Basic entry	Level 1	Level 2	Level 3	Level 4	Level 5
3 months trial	Amenities 8	Fukai 25 Press or No 1 Line Bagging	No. 1 24 Mixer or Taphole Mixer	Brick 24 Saw	No. 2 29 Unloader
Core Competencies	Forklift 12	Transfer 13 Cars	Bucher 14 Die Change	No. 1 31 Unloader or No1 Line Raw Materials	Grinding 28 Room
Plant Induction	Bucher Press 22 or Taphole Packaging	Basic Robots 11	Fukai Die Change 13		
OH&S Policy			No.2 16 Mixer or No 1 Line Batching Station		
Environmental Policy					

Maximum Points Achievable	42	49	67	55	57
Points Required to Attain Level:	Level 1: 42	Level 2: 91	Level 3: 158	Level 4: 213	Level 5: 270

6. Levels 6 and 7

Level 6

Level 6 classifications are positions with accountability and responsibility for the following: SAFETY, ENVIRONMENT, PERSONNEL, PRODUCTION, QUALITY.

Employees in Level 6 positions must maintain the necessary skills to remain in these positions as prescribed below.

Level 6 classifications are for operators who have been deemed competent in all Level 1-5 job units with a commitment to achieve a high level of participation in all team functions.

SAFETY:

Ensure all employees, visitors and contractors comply with site specific safety rules and standard procedures.

ENVIRONMENT:

Ensure all employees, visitors comply with Company policy.

PERSONNEL:

Participate in training in accordance with the classification structure and development of operators.
Communicate with relevant people and team members.

PRODUCTION:

Monitor the running of equipment to meet the plant needs.

Participate in team concepts to ensure schedule and uptime targets are met. Participate in problem solving activities.

QUALITY:

Ensure product is made to specification.

Maintain rejection below budget.

Participate in improvement and updating of standard procedures training manuals etc.

Maintain a high standard of accuracy by following Standard Operating Procedures and paperwork.

Level 7

Level 7 classifications are positions with responsibility and accountability for the following (but not limited to) Team Leader Functions.

Employees in Level 7 positions must maintain the necessary skills to remain in these positions as prescribed below.

The pay rate for Level 7 positions applies to the position and not the individual incumbents.

Level 7 positions are by appointment of the Company only.

SAFETY:

Ensure all employees, visitors and contractors comply with Company site specific safety rules and standard procedures.

Investigate incidents/accidents and complete all required documents.

ENVIRONMENT:

Ensure all employees, visitors comply with Company policy.

PERSONNEL:

Oversee the training in accordance with the classification structure and the development of operators.
Time keeping.

Communicate with relevant people and organisations.

PRODUCTION:

Manage the running of the business and coordinate the team on a shift basis to meet plant needs.

Ensure plant performance, schedules and uptime targets are met.

Coordinate problem solving activities.

QUALITY:

Ensure product is made to specification.

Audit operators against Standard Operating Procedures.

Maintain rejection below budget.

Develop and update standard procedures, training manuals etc.

7. Rules of the Scheme

1. Accreditation to a particular level will be determined by trained Accreditors and Management: 1 Team Leader, 1 competent Operator and 1 Staff member.
2. Competency level for each unit will be determined by the above Accreditors, to the standard contained in the Competency Assessment Checklist for the unit.
3. All employees will be required to participate in training and maintain their proficiency in all unit functions consistent with their classification.
4. Accreditation to a particular level requires an achievement of points allocated to that level. Employees will be re-classified to the next highest level when they have passed all the Competency Assessment Checklist for that level.
5. A register of employees will be kept, showing dates of accreditation for their classification level.
6. Job rotation will allow employees to move throughout the plant for the purpose of training.

7. Training and refresher training will be determined by the Training committee, SLT and business needs.
8. All operators will participate in training and the training of others up to their own classification.
9. All employees will be given an opportunity and reasonable time frame to upgrade their skill level to maintain their current rate of pay level. The time frame will be determined by the SLT and the training committee.
10. The number of Level 7 positions will be determined by management and business needs.
11. Employees in relief Team Leader positions and Level 7 positions cannot voluntarily resign without notice from these positions unless there is a suitable replacement.
12. Employees in relief Team Leader positions will be required to fill Level 7 positions as required at the Level 7 pay rate for that period.
13. Team Leaders, Relief Team Leaders, Store/Raw materials position and the Amenities position are by appointment by the Company only. The Store/Raw Materials position will be at a Level 6 rate only and the Amenities position will be at a Level 5 rate only.
14. Relief Team Leaders who are in the Team Leader Level 7 positions for a continuous period exceeding six months will have their pay rates green inked at the Level 7 rate at that time. This rate will apply until the accredited level of the Relief Team Leader, through EBA increases is equal to or greater than the green inking pay rate.

ATTACHMENT 3

UNANDERRA BERKELEY ROAD ANNUAL LEAVE GUIDELINES

1. Employees will be notified by their anniversary date for annual leave accruals. Annual leave accrues on the anniversary date and must be taken within 6 months of the date of its accrual.
2. Annual leave forms must be completed and submitted for the Company a minimum 4 weeks prior to the required date.
3. Minimum annual leave to be taken is 1 full shift.
4. Only one shift operator per shift to be on annual leave at any time.
5. Only two day worker Operators to be on annual leave at any time.
6. Only one fitter to be on annual leave at any time.
7. Annual leave must be taken within 6 months after the anniversary date on which such leave accrues. The Company may at times advance annual leave up to 6 months prior to the anniversary date of its accrual.
8. Annual leave not planned to be taken within 6 months post anniversary date must be approved in accordance with the Annual Holidays Act 1944 (NSW). Approval must be made by both the Registrar and Company in advance.
9. Outstanding annual leave after a plant shutdown must be taken within a 6 month period of the plant shutdown.
10. Emergency annual leave will be treated as per current practice.
11. Long Service leave will be taken in accordance with the Long Service Leave Act 1955 (NSW).

ATTACHMENT 4

DISCRETIONARY SICK LEAVE POLICY

- 1.1 The Company regards sick leave as being an insurance against loss of salary in time of genuine ill health or injury, and the Company's sick leave policy provides for the salary being continued for a reasonable period subject to the following conditions.
- 1.2 Payment of sick leave is at the discretion of the Company and each case will be treated on its merits. No distinction is made between ordinary illness or personal injury and injuries received from outside sporting and other activities.
- 1.3 Sick leave payment is based on the relevant employee's salary.
- 1.4 To receive sick leave payment an employee must arrange for their supervisor to be advised prior to normal commencing time, that they are unable to attend work and as far as practicable state the nature of the injury or illness and the estimated duration.
- 1.5 Where an employee is off work on sick leave for a period of one week or more, a doctor's certificate stating that they are fit to return to work must be supplied. Absences on the rostered shifts before or after a Public Holiday or an Annual Leave period will require a medical certificate for payment.
- 1.6 Where an employee's attendance levels becomes unacceptable to the Company, the Company will implement the Disciplinary Procedure. As part of implementing this procedure, the employees concerned may require additional proof of absence or illness.
- 1.7 Sick leave will be monitored and once an individual approaches 80 hours of sick leave in a twelfth month period, Management will discuss the situation with the individual to assess if there is a problem. If it is found that the individual is abusing the system, then the individual may not get paid for absences exceeding the 80 hours and may be taken off the Company discretionary sick leave system.

ATTACHMENT 5

REDUNDANCY PACKAGE

Standard Payment:

- 1) 4 weeks pay at the annualised salary rate PLUS
- 2) 2.5 weeks pay at the annualised salary rate per year of service.

Supplementary Payment:

Permanent employees with 12 months continuous service or more, 10 weeks pay at the annualised salary rate.

Notice of Termination:

Not less than 4 weeks notice to be given by the Company.

ATTACHMENT 6

VOLUNTARY EARLY RETIREMENT PACKAGE

Standard Payment:

- 1) 4 weeks pay at the annualised salary rate PLUS
- 2) 2.5 weeks pay at the annualised salary rate per year of service.

Supplementary Payment:

Permanent employees with 12 months continuous service or more, 10 weeks pay at the annualised salary rate.

Additional Supplementary Payment:

Permanent employees with 12 months continuous service or more, a special payment of \$12000.00 (after tax).

Notice of Termination:

Not less than 4 weeks notice to be given by the Company or employee of the date of termination of employment or else payment (by the Company) or forfeiture (by Employee) of 4 weeks pay at the ordinary weekly rate will apply.

ATTACHMENT 7

SALARY SACRIFICE GUIDELINES

Salary Sacrifice - Implementation Guidelines

Salary sacrifice is an arrangement between the Company and the employee for which the employee agrees to forgo part of his or her salary in return for particular benefits or similar value. The purpose of this arrangement is to provide the employee income and benefits in a tax-effective manner. In other words, the employee is taxed under the income tax laws only on the reduced salary or wages and the employer is liable to pay FBT, if any, on the benefits provided (other than superannuation contributions made to a complying superannuation fund).

General Rules

Employees are encouraged to get independent, professional, financial advice about their own particular circumstances before agreeing to any salary sacrifice arrangement.

Only future earnings can be sacrificed.

The Company will only agree to the employee sacrificing part of their salary as an additional superannuation contribution.

The employee must agree to a fixed amount for which he or she wishes to sacrifice from each future pay not yet earned as an additional superannuation contribution - based on conditions listed below.

The agreement must be in writing.

The Company has agreed to a settling period of six weeks for which the nominated value can be changed. Once this period expires, the nominated amount can only be reviewed annually by the first pay period in July.

Sacrificed amounts are treated as employer contributions so are subject to income tax of up to 15% in the receiving fund and are preserved until retirement.

Entitlements such as Long Service Leave, Annual Leave, Leave Loading, Overtime and Company superannuation contributions will be paid on the same basis as if there was no salary sacrifice.

PAYG tax is calculated on the take home pay (ie. the gross less the sacrificed amount).

Any bonuses, incentive or ex-gratia payments announced may be sacrificed on the condition that there is an agreement made prior to receiving that payment and that the conditions listed below are met.

Additional superannuation contribution tax (commonly known as Superannuation Surcharge) of up to 15% may be applicable for high income earners or those with large super balances (refer to your financial advisor for assistance).

Conditions

Award employees will not be allowed to salary sacrifice below the award. That is, they cannot sacrifice if this would reduce their gross take home pay below the applicable legal minimum in the relevant Award.

The total super contribution (including those made pursuant to the Superannuation Guarantee legislation, the Award or under a salary sacrifice arrangement) for any employee should not exceed the amount that the company can claim as a tax deduction for that employee.

Age	Maximum Deductible Contribution
Under 35	\$13,934
35 to 49	\$38,702
50 and over	\$95,980

Note: these maximums are for the 2004/2005 financial year and are indexed each July 1 to the annual positive movements in the full time adult Average Weekly Ordinary Time Earnings (AWOTE).

ALL leave entitlements will be subject to PAYG and cannot be sacrificed.

ATTACHMENT 8

ELECTRICAL TRADE LEVELS

Basic

- Apprenticeship completed, 1st year tradeperson
- Competent on all plant processed
- Competent in fault finding
- Fault finding using PLC's
- Competent using Schematic Diagrams
- Competent in fully coordinating work request
- Understanding of load cell/scale head operation
- Understanding of all plant instrumentation
- First Aid training
- Confine Space Training

Level 1

- Tradeperson, new employee
- Training on Allen Bradley PLC's (Basic Fault finding course)
- Training in CITECT (basic)
- Training in Hardy/Gedge scale units
- Competent on all plant electrical processes
- Competent on load cell/scale head operation
- Able to calibrate scales
- Able to calibrate instruments
- Able to do minor modifications to PLC programs
- Able to make hardware changes
- Good understanding of operator interfaces
- Basic understanding of mechanical processes
- Able to retrieve/edit electrical databases
- Good understanding of PC's
- Understanding of gas burner/electrical relationship

Level 2

- Tradeperson
- Complete post trade
- Completed half of advanced certificate (time frame - 3 months)
- Training on Allen Bradley PLC's (Advanced Programming course)
- Training in CITECT (advanced)
- Training on robot
- Training on VVVF Drives
- Training on gas burners
- Competent on electrical/mechanical process relationships
- Competent on all facets of Allen Bradley PLC's
- Competent on communications (remote I/O, configuration)
- Competent on gas burners
- Able to coordinate and commission work request
- Competent making changes to PLC's/writing simple programs
- Competent contacting suppliers/ordering parts

Level 3

- Training on hydraulics/pneumatics (basic understanding)
- Training on Allen Bradley Panel views (Panel View Training Course)
- Seek Austel Licence
- Training on networks (Data highway and Ethernet)/Gateways

- Competent in making process improvements
- Competent organising and coordinating contractors
- Competent in making simple changes on operator interfaces
- Able to understand/edit complex PLC programs
- Good understanding of plant networks/gateways
- Able to compile Operator Training Manuals

Level 4

- Current C4 Level electrical tradeperson
- Completed half of an Associated Diploma
- Training on planning
- Training in HR
- Train the trainer training course
- Training on CAD
- Competent in planning/scheduling work
- Competent in drafting electrical schematics
- Competent in developing process systems
- Competent in developing operator interfaces
- Competent in training operators in the understanding of their plants

Level 5

- Current C4 Level electrical tradeperson
- Completed an Associate diploma
- Training on Hydraulics/Pneumatics (advanced)
- Team Leader Skills (Day work)
- Be involved in selection on new processes
- Competent on hydraulic/pneumatics/electrical relationship
- Competent in developing training manuals
- Able to fault find on plant network
- Able to understand electrical engineering work
- Able to set up computer systems

ATTACHMENT 9

BERKELEY ROAD

PLANT SKILLS

ASSESSMENT SHEETS

MECHANICAL

UNANDERRA PLANT SKILLS ASSESSMENT

BASIC ENTRY MECHANICAL

DEFINED

- () Complete Trade Course - Apprenticeship
- () Completed Plant Induction
- () Willingness to be trained in
- () Confined Space
- () Forklift Ticket

100% PROFICIENCY COMPULSORY IN ORDER TO PROCEED TO NEXT LEVEL.

LEVEL 1 - MECHANICAL

*ALL ITEMS MARKED WITH ASTERISK ARE COMPULSORY AND MUST BE COMPLETED.

- * () Produce confined space certificate
- * () Produce Forklift ticket
- () Demonstrate basic ARC Welding and Oxy Cutting
- * () Produce Evidence of Completion of Hydraulics 1

OR

- () Show knowledge of Safety requirements when working with hydraulics.
- () Identify basic hydraulic components.
- () Produce evidence of completing Pneumatics Stage 1

OR

- () Demonstrate Safety requirements while working with pneumatics.
- () Identify basic pneumatic components.

70% PROFICIENCY COMPULSORY IN ORDER TO PROCEED TO NEXT LEVEL

LEVEL 2 - MECHANICAL

***ALL ITEMS MARKED WITH ASTERISK ARE COMPULSORY AND MUST BE COMPLETED**

* () Produce evidence of completion of Hydraulics 2

OR

() Ability to read simple hydraulic circuits

() Ability to understand operation of simply Hydraulic components

() Produce evidence of completion of Pneumatics 2

OR

() Ability to read simple pneumatic circuits

() Ability to understand operation of simple pneumatic components

() Demonstrate how to source Technical information to build die

boxes and utilise this information.

* () Demonstrate die change procedure of presses.

() Able to describe process from Raw Material to End product.

70% PROFICIENCY COMPULSORY IN ORDER TO PROCEED TO NEXT LEVEL

LEVEL 3 - MECHANICAL

***ALL ITEMS MARKED WITH ASTERISK ARE COMPULSORY AND MUST BE COMPLETED**

* () Produce evidence of completion of Hydraulics 3

OR

() Able to read complex hydraulic circuits

() An understanding of hydraulic components and calculations

() Fault find hydraulic circuits

() Ability to identify equipment by name and able to describe

equipment operation and integration to other equipment.

() Describe how you would participate in Plant Improvement.

() Have demonstrated ability, by your action, to work unsupervised.

() Demonstrate how you have worked as part of the team.

() Demonstrate where you would source relevant technical information for given problems.

() Demonstrate how you would fault find using available electronic

fault find screens.

Eg. Citec

Fukai Fault Diagnosis
T L Monitoring
S U Monitoring

70% PROFICIENCY COMPULSORY IN ORDER TO PROCEED TO NEXT LEVEL

LEVEL 4 - MECHANICAL

*ALL ITEMS MARKED WITH ASTERISK ARE COMPULSORY AND MUST BE COMPLETED

* () Demonstrate how you would generate a works purchasing order

() Have ability to liaise with representatives and contractors

() Have demonstrated ability in team leadership

() Ability to schedule maintenance to work in with production

requirements and plan maintenance needs.

* () Assist in the training of previous level to improve overall

maintenance skills.

() Demonstrate a Plant Induction.

70% PROFICIENCY COMPULSORY IN ORDER TO PROCEED TO NEXT LEVEL