APPENDIX J

EXHIBIT 2

ATTACHMENT A

UAW-FORD

NATIONAL CONTINUOUS IMPROVEMENT CHARTER

WORK GROUPS/TEAMS

This is a living document that may only be changed under the guidance and direction of the National Continuous Improvement Forum. The national parties are empowered to identify improvement opportunities and make adjustments to these provisions outside the normal collective bargaining process.

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER WORK GROUPS/TEAMS

MISSION:

The joint parties are committed to implementing work groups/ teams to a consistent standard supporting the global manufacturing strategy as defined in Appendix J. Our beliefs and behaviors must honor standardization and continuous improvement to enable our work groups/teams to deliver "One Manufacturing – Best in the World".

GUIDING PRINCIPLE:

The parties pledge to work together on continuous improvement initiatives at every organizational level to improve quality, operating efficiency including plant cost performance, work relationships, work group/team effectiveness, job security, and quality of work life.

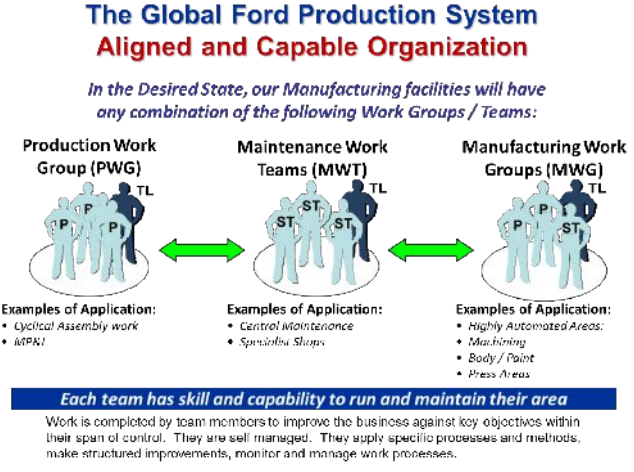
CONTENTS:

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

WORK GROUP/TEAM STRUCTURE

PURPOSE:

Aligned & capable work group/team structure enabling self-managed work groups/teams, to improve the business against key objectives within their span of control.

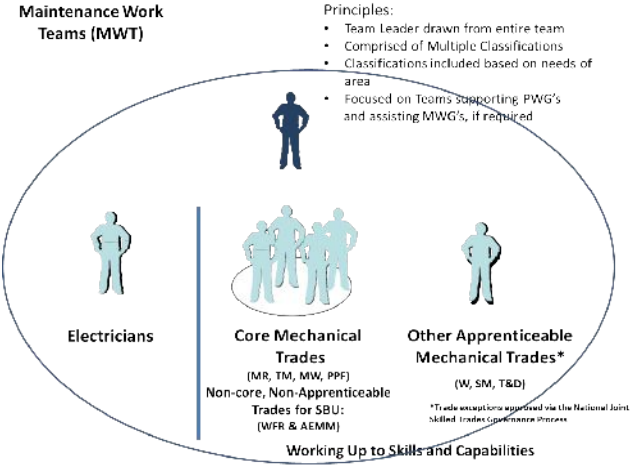


UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

MAINTENANCE WORK TEAMS

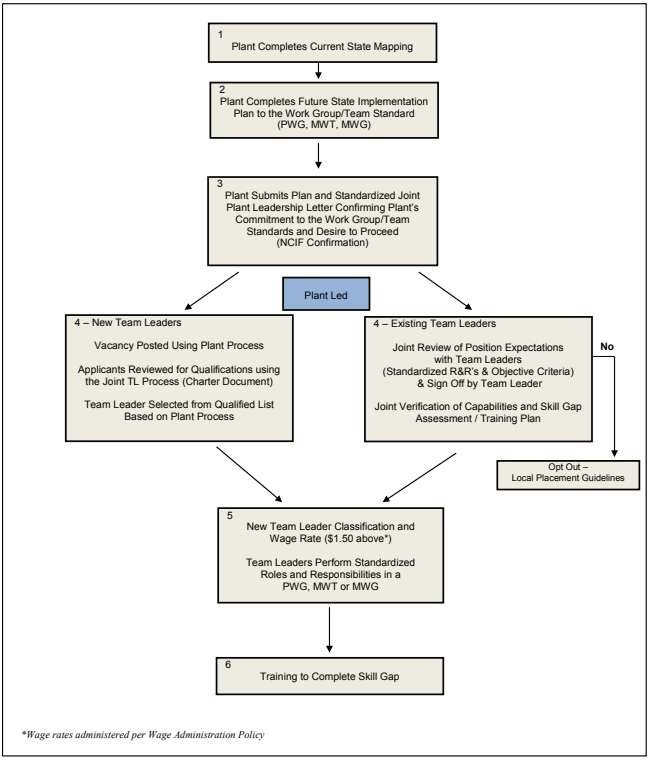
The Mechanical Work Team (MWT) was revised to Maintenance Work Team (MWT) with the addition of Electricians as part of the team structure.

In addition, other apprenticeable Mechanical Trade classifications (W, SM, T&D) may be included based on area needs and with National Joint Skilled Trades Governance approval.



UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

TEAM LEADER IMPLEMENTATION FLOW CHART



UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

TEAM LEADER ROLES & RESPONSIBILITIES

ALIGNED ROLES AND RESPONSIBILITIES AND PRIMARY TASKS OF A TEAM LEADER

Hourly Team Leader

Key Role(s)

Prioritize & Support

Responsibilities	Elements Of Work Primary Tasks	
Monitor Safety, Quality and Delivery objectives through standardized work. Keep production running safely and smoothly with quality parts	1	Perform Startup & Close-out verification / confirmation tasks
	2	Conduct daily SQDCPME verifications / confirmations
	3	Complete daily Standardized Work observation. Monitor compliance with OIS/JSA and correct any non-conformities.
	4	Review quality and operations for defects or operators for issues
	5	Understand and adhere to the Quality Operating System and utilize provided tools to improve product and process quality
	6	Monitor work areas adherence to 5S standards of workplace organization, and ensure workstations are free of debris and contamination
	7	Monitor work areas adherence to EOS requirements including complying with environmental regulations and conserving natural resources (energy, water, materials)
Respond to ANDON	8	React, Resolve, Track abnormalities (ANDON), and confirm closure of concerns
	9	Assist production operators as required to maintain production flow consistent with cycle time requirements
	10	Verify / Confirm maintenance tasks (Crisis, Predictive and Preventive) are completed by the appropriate people
	11	Obtain materials and supplies for the team. Coordinate appropriate corrective actions to ensure line is properly stocked.
Continuous Improvement	12	Adhere to Time & Data Management to promote and support continuous improvement activities in the team
	13	Lead FTPM actions to improve job / station performance
	14	Coordinate activities with Team Members to constructively utilize down time to continuously improve
Communication & Recognition	15	Communicate as required to perform job functions (such as safety, quality and productivity concerns that the Team cannot address)
	16	Respect and encourage respect of all team members by my actions
Training	17	Responsible for ensuring required training is met within the team, including classroom and on the job
	18	Learn all operations within area of responsibility and maintain all versatility training records within the team to verify each job has appropriate number of trained operators

Primary tasks may be broken down into secondary tasks for further definition of roles and responsibilities. Examples may be provided upon request of the Joint Parties.

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

TEAM LEADER (DE-)/SELECTION PROCESS

PURPOSE:

The purpose of the Team Leader selection/de-selection process is to reliably select qualified Team Leaders willing and able to fulfill the specific Team Leader roles and responsibilities by utilizing a standardized process.

The joint parties agree that this standardized Team Leader selection / de-selection process can:

- Increase productivity of team leaders by selecting those most committed to the work group/team model
- Support work group/team effectiveness
- Foster better teamwork between production and skilled trades
- Increase morale of all employees through better involvement in the business
- Ensure Ford Motor Company's ongoing competitiveness versus the competition

ACTIVE MEMBERS:

The active members in the selection and de-selection of Team Leaders are the Team Manager and the designated UAW Representative. The Local Continuous Improvement Forum (LCIF) will have responsibility for process oversight.

Team Leader Selection Process:

The selection process was developed to ensure:

- A common process is used to interview and evaluate all candidates
- Evaluation criteria are consistent and based on skills and competencies that would be required on the position

- Team Leaders selected for the position will have the opportunity to grow their skills and contribute positively to the business

Upon local agreement, the joint parties may submit a request to deviate from the selection process to the NCIF for review and approval.

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

TEAM LEADER SELECTION PROCESS

4 – New Team Leaders

Vacancy Posted Using Plant Process

Applicants Reviewed for Qualifications using the Joint TL Process (Charter Document)

Team Leader Selected from Qualified List Based on Plant Process

New Team Leader process:

- Plants will use their local posting procedure and include the standard Team Leader roles and responsibilities document, plus a listing of specific job requirements
- Candidates will be selected from within the workgroup where the opening exists (if an acceptable candidate is not found within the work group, the scope can be expanded to include additional areas)
- Equipment complexity will determine the level of technical skills required, and whether a Production or Tradesperson will fill the position.
- Initial screening will be based on the following criteria*:
  - Disciplinary record – No active discipline on record
  - Attendance record – No active attendance discipline on record
  - Willingness to remain in the Team Leader position and workgroup for a minimum of 12 months
- All qualified candidates who have met the objective criteria above, will be granted an interview

- A formal interview conducted by a joint Union / Management team
- Candidates will be scored using a standard set of questions (a total of 100 points possible):

    1) Experience and versatility (25 points)
    2) SQDCPME knowledge and work habits (40 points)
    3) People and leadership skills (35 points)
    4) Bonus Attendance Points (2 points maximum)

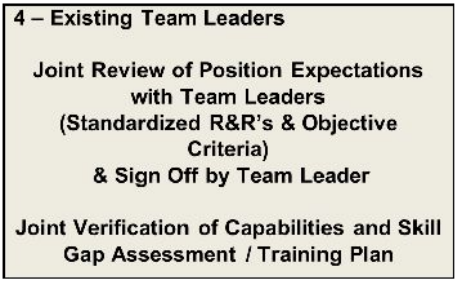
Based on the scoring of the questions above, candidates receiving a threshold score of 70% will be considered qualified and capable of fulfilling the standardized Team Leader roles and responsibilities. Team Leaders will be selected from the qualified candidate list.

Once selected, the Team Leader will sign off on the Joint Team Leader Verification acknowledging they understand the standardized roles and responsibilities and attend the required training program for the New Team Leaders.

**The Joint Leadership team of the Local Continuous Improvement Forum (LCIF) will be responsible for monitoring objective criteria contained within the initial screening.*

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

EXISTING TEAM LEADER VERIFICATION PROCESS



Existing Team Leaders:

During the transition from current state to future Work Group/ Team state, there will be a joint review of position expectations with Existing Team Leaders. The review will consist of the position expectations and standardized roles and responsibilities in the new Workgroups/Teams. It is important to ensure Team Leaders understand the requirements of the position and complete the tasks as required to the standard. Additionally, a joint verification of capabilities and the training necessary to carry out his or her job effectively will be identified.

If an existing team leader decides they do not want to remain a Team Leader, they can choose to "Opt out" and be placed in a different position following the Local Placement Guidelines. If they want to continue as a Team Leader, then a "Joint Team Leader Verification" is completed, a skill gap assessed and the Team Leader signs-off on the standardized roles and responsibilities.

Team Leader Verification

	Primary Tasks	Able to perform Y/N	Training Solution	Comments
1	Perform Startup & Close-out verification / confirmation tasks			
2	Conduct daily SQDCPME verifications / confirmations			
3	Complete daily Standardized Work observation. Monitor compliance with OIS/JSA and correct any non-conformities.			
4	Review quality and operations for defects or operators for issues			
5	Understand and adhere to the Quality Operating System and utilize provided tools to improve product and process quality			
6	Monitor work areas adherence to 5S standard's of workplace organization, and workstations are free of debris and contamination			
7	Monitor work areas adherence to EOS requirements including complying with environmental regulations and conserving natural resources (energy, water, materials)			
8	React, Resolve, Track abnormalities (ANDON), and confirm closure of concerns			
	Understand plant policy and reaction to stopping the line. Train Work Group Members on the correct use of the ANDON system, especially when the ANDON is to be activated.			
	Input daily ANDON issues, ie. Downtime, quality, safety, etc... into FIS and tools			
9	Assist production operators as required to maintain production flow consistent with cycle time requirements			
	Reset faults to equipment as required and as capable to perform			
	Report down time as quickly as possible and coordinate the other Team Members to focus efforts on eliminating waste and promoting continuous flow.			
	Perform operational and administrative tasks of Work Group including progress toward Quality and Productivity goals.			
	Perform other tasks as required per the Supervisor including tasks not specifically identified to maintain production of team as well as assisting other Work Group Leaders.			
	Stop work immediately if unsafe or unplanned situations occur & revise work method (including Planned/Unplanned Non Production Work/Event).			
10	Verify / Confirm maintenance tasks (Crisis, Predictive and Preventive) are completed by the appropriate people			
	Help Supervisor establish maintenance priorities based on data, PM effectiveness and potential impact to the manufacturing production process. Assist to coordinate daily and weekend support plans with the maintenance organization resulting in daily interface with outpost personnel			
	Input Maintenance tickets into system as required.			
	Perform minor maintenance (defined locally) as required to keep the line running.			
11	Obtain materials and supplies for the team. Coordinate appropriate corrective actions to ensure line is properly stocked.			
	Input Shop Floor Requisition (SFR) items and follow SMART System and Material flow guidelines to maintain established material minimum and maximum inventory levels.			
12	Adhere to Time & Data Management to promote and support continuous improvement activities in the team			
13	Lead FTPM actions to improve job / station performance			
14	Coordinate activities with Team Members to constructively utilize down time to continuously improve			
15	Communicate as required to perform job functions (such as safety, quality and productivity concerns that the Team cannot address)			
16	Respect and encourage respect of all team members by my actions.			
17	Responsible for ensuring required training is met within the team, including classroom and on the job			
18	Learn all operations within area of responsibility and maintain all versatility training records within the team to verify each job has appropriate number of trained operators			

I understand and acknowledge that I will adhere to the standard 18 Roles & Responsibilities and adhere to my individual training plan.

Signature / Date

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

TEAM LEADER DE-SELECTION PROCESS

Team Leader De-selection Process:

The objective of the Team Leader de-selection process is to provide a consistent and uniform process for the local UAW / Management team to identify and correct valid concerns. The process is designed to provide opportunities for coaching and performance improvement, and to provide Team Leader process stability.

There are four possible ways in which a Team Leader can be de-selected. Concerns regarding Team Leaders will be jointly investigated by the Team Manager and district or other union representative with the Team Leader prior to removing the

Leader from their position.

1) The Leader asks to be removed. (It is understood that the Leader concerns should be discussed and resolved during the ongoing development process and that this formal request represents a last opportunity to keep a valued Leader on the job)
    a) Determine reasons for the Leader's request for removal, and as appropriate, plan and adjust the development process and/or the system to provide needed and expected support for the leader
        - If the Leader is satisfied with the adjustment plan, review progress during the next scheduled development meeting
        - If not, (and Leader has fulfilled their 12-month commitment) the Leader will be removed/disqualified per Local process*

        **In the event all parties agree that the Leader position is not working for the employee, the Leader can be disqualified during the 12-month window*

2) The Leader has exceeded the minimum attendance or disciplinary criteria. In this situation, the leader will be disqualified. Disagreements regarding disqualification can be escalated to the Joint National Parties for review and/or resolution.

3) The Leader is not fulfilling the Leader roles and responsibilities, and not making reasonable progress with their development plans.
   a) Provide the Leader an opportunity to discuss reasons for failing to fulfill the specific roles and responsibilities
   b) As needed, investigate potential shortfalls in the organization's support of the Leader
   c) If the system support is adequate, the employee is directed to present a corrective action plan (within three days), and is provided 30 days to implement their plan
   d) Notify the employee that failure to implement the corrective actions, within the 30 day timeframe, will result in disqualification

4) The Work Group members have submitted a "petition for leader development" (Cannot be initiated within the first six months).
   a) Review the work group members' petition process and the work group's specific concerns with the Leader
   b) Follow steps (a through c) outlined in item #3 above
   c) After the 30 day implementation period, resurvey work group members to verify corrective actions have been implemented
   d) If the work group is still dissatisfied, the Leader will be removed*
   e) Repeated petitions for the same concerns may be cause for immediate removal

The Joint Leadership team of the Local Continuous Improvement Forum (LCIF) will be responsible for the oversight of this process.

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

TEAM RELATED TRAINING

PURPOSE:

Proactive Training which provides knowledge on manufacturing and skills development, enabling teams to deliver safety, quality and delivery metrics at world-class levels.

MWG Training

To ensure the success of manufacturing work groups, a strong commitment to training is required by the employee, the Union, and the Company. Training will be delivered in an efficient and cost effective manner utilizing on-the-job, web-based, and/or classroom training. Local training options include working with a participating college that may result in accreditation, utilizing UAW-Ford resources to train internally, or other options approved by the National Continuous Improvement Forum.

The Manufacturing Work Group training program may include elements such as work group effectiveness, improving business results, technical skills including equipment operation and other subjects deemed necessary. This classroom training will provide production team members with upgraded skills to identify issues and abnormalities. The MWG training is not an attempt to train production employees to replace skilled trades employees. Training required to support manufacturing work groups will be monitored by the NCIF.

- Module 1 -Introduction to MWG Training
- Module 2 - Safety Fundamentals
- Module 3 – Measurement
- Module 4 – Fasteners
- Module 5 - Balancer/Hoist Safety
- Module 6 - Visual Job Plans
- Module 7 - Mechanical Safety
- Module 8 - Lubrication Systems
- Module 9 - Mechanical Principles

- Module 10 - Electrical Safety
- Module 11 - Electrical Principles
- Module 12 - Electrical Systems and Components
- Module 13 - Hydraulic and Pneumatic Principles
- Module 14 – Fluids
- Module 15 - Accessories

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

MWG TRAINING

Fundamentals:

Introduction to MWG Training #1 Estimated Contact Hours: 1

Module 1 of Fundamentals, **Introduction to MWG Training**, starts the sequence of MWG Training. Included in this module are a:

- Brief description of class logistics
- Participant Introduction
- Brief discussion on perspectives
- Management and UAW Support
- An overview of the program
- Purpose of the program including:
  - Improvement of base line knowledge
  - Improve communications
  - Additional skills and capability
- Goals
  - Production engaged in minor maintenance activities
  - Communication with skilled trades
  - Continue to develop skills and capability
- A discussion of the Module structure

Fundamentals:

Safety Fundamentals #2 Estimated Contact Hours: 7

Module 2 of Fundamentals, **Safety Fundamentals**, is a reinforcement of various areas of safety. The intent is to remind the participants that while they are preforming the new autonomous and minor maintenance tasks, they are to exercise the expected safety precautions, wear the proper protection, and identify safety

issues for corrective maintenance if they are unable or do not possess the skills and capability to correct the issue.

At the conclusion of this overview, participants are reminded of various safety precautions and actions and understand that they must follow government, corporate and facility safety rules while performing autonomous and minor maintenance activities

Fundamentals:

Measurement #3 Estimated Contact Hours: 5

Module 3 of Fundamentals, **Measurement**, is a review, and in other cases a deep dive into measurement.

Participants come to the program with varying degrees of insight into measurement and how to read the related measuring devices found in the manufacturing environment. During this module, they learn to recognize measurement systems (English and Metric) and how to identify and properly write values as it relates to production and maintenance activities. Participants are taught how to accurately communicate values to interested parties including Skilled Employees, Process Coaches, and Engineers.

At the conclusion of this module, participants understand how to read and communicate the readings from a scale, production gauges, calipers and micrometers, in English and Metric. They demonstrate how to correctly convert measurements from one system to another, and interpret measurement to confirm or correct quality concerns or communicate to others in Metric and English.

Fundamentals:

Fasteners #4 Estimated Contact Hours: 4

Module 4 of Fundamentals, **Fasteners**, is a module that describes the different types of fasteners, their characteristics, how to define their size, recognize, inspect, and safely tighten fasteners.

The intent of this module is to define fasteners use/application across production and maintenance. At the conclusion of this module, participants understand:

- Basics about bolt measurement, strength, torque, finish, tensile strength, thread pitch, classification.

- Metric, English, and Acme Threads
- Types of bolts, screws, nuts, washers, set screws, and keys.
- How to use a thread gauge
- The function and how to use a Torque Wrench
- Adhesives and Sealants

Fundamentals:

Balancer/Hoist Safety #5 Estimated Contact Hours: 4

Module 5 of Fundamentals, **Balancer/Hoist Safety**, is a module that was totally re-written and concentrates on identification of safety related opportunities for balancers and lift equipment.

The intent of this module is to increase awareness of balancer and lift equipment, the essentials of safety, and what to look for while inspecting and operating these pieces of equipment for production/ engineered lifts. It also addresses that "free-lifts" should be handled by a skilled employee.

The module starts with Balancers and what types of failures are associated with this equipment. Participants are instructed what to look for in Lift Equipment including the lift fixtures. The participant is provided multiple failure modes for slings, hooks, shackles, and eye bolts.

Fundamentals:

Visual Job Plans #6 Estimated Contact Hours: 1

Module 6 of Fundamentals, **Visual Job Plans**, introduces the Visual Job Plan format. The intent is to walk participants through the content of a Visual Job Plan.

Mechanical:

Mechanical Safety #7 Estimated Contact Hours: 4

Module 7 of Mechanical, **Mechanical Safety**, addresses safety when working with Mechanical Systems. The intent is to remind the participants that while they are preforming the new autonomous and minor maintenance tasks, they are to exercise the expected safety precautions, wear the proper protection, and identify safety issues for corrective maintenance.

Participants are introduced to safety as it relates to power transmission, mechanical devices and mechanical systems. Items such as gravity, stored energy, and mechanical advantage are addressed.

Time is spent on Energy Control for Setup and Permitted Minor Tasks (ECSPMT) and describes the minor maintenance actions that are permitted with the "lock-key" system.

Mechanical:

Lubrication Systems #8 Estimated Contact Hours: 4

Module 8 of Mechanical, **Lubrication Systems**, is intended as a deep dive into centralized lubrication systems used on manufacturing equipment. These oil systems include drip, wiper, and mist systems. The module then goes on to discuss the application of solid film lubricants and grease. Completing this module, participants should be able to replace lubricants, fill reservoirs, and complete greasing activities. As a result of this module and related modules the participant will:

- Identify and describe fault conditions to Team Members, Skilled Employees, or the Process Coach.
- Demonstrate an understanding of the various types of lubrication systems used on the production equipment.
- Apply knowledge of various valves, fittings, and components used on lubrication systems.
- Identify and in some cases correct issues with lubrication systems

Mechanical:

Mechanical Principles #9 Estimated Contact Hours: 4

Module 9 of Mechanical, **Mechanical Principles**, utilizes the same steps as previously reviewed by participants in **Introduction to Principles** in the Fundamentals Section. This module provides participants with an efficient and logical sequence of activities to make decisions based on the input they absorb through the four senses. Senses include seeing, hearing, smelling and touching.

- Investigate
- Analyze
- Act
- Verify Results
- Standardize

This module concentrates on principles of mechanical elements of production equipment and asks specific questions related to the 4 senses to assist the production participant in completing standardized steps in troubleshooting.

At the conclusion of the module it identifies expectations based on the 4 senses. (sight, hearing, smelling and touching)

Electrical:

Electrical Safety #10 Estimated Contact Hours: 8

Module 10 of Electrical, **Electrical Safety**, addresses safety when working with Electrical Systems. The intent is to remind the participants that while they are performing the new autonomous and minor maintenance tasks, they are to exercise the expected safety precautions, wear the proper protection, and identify safety issues for corrective maintenance. Other objectives for this module include the participant:

- Interpreting the information on the Arc Flash labels and following all safety precautions as prescribed.
- Understanding the use of a GFCI and demonstrating the proper application of the GFCI.
- Following 5 S's for work place organization and keeping areas in front of electrical panels clear.

Participants are introduced to safety as it relates to electrical systems, electrical devices and electrical components. Items included in this safety section are.

- ECPL Review
- ECSPMT Review
- Proper method to operate an electrical disconnect

- Arc Flash – Arc Blast - Boundary
- How Electricity is conducted
- Grounding
- GFCI
- Overview of NFPA 7E of the National Electric Code
- Precautions to prevent injury

Electrical:

Electrical Principles #11 Estimated Contact Hours: 5

Module 11 of Electrical, **Electrical Principles**, is intended to provide basic information to the participant starting at AC and DC current, basic electrical principles, understanding the types of circuits through conditional inputs and outputs. It addresses how a participant's actions, can create conditions/movement in equipment. The participant will:

- Understand conditional inputs and outputs and how they apply to the function of your production equipment.
- Perform minor maintenance inspections.
- Safely verify conditional inputs and outputs as required in order to verify machine operations.
- Understanding when a conditional input(s) is satisfied, an output(s) will result as the consequence of that input(s).

Electrical:

Electrical Systems and Components #12 Estimated Contact Hours: 5

Module 12 of Electrical, **Electrical Systems and Components**, is intended to provide participants with the basic theory of process control and the skills to identify the various plugs, receptacles, sensors, switches and other components used on production equipment.

At the conclusion of this module, participants again work through the steps as they relate to electrical components.

This module is unique because it continues the discussion of process control, and addresses complementary components concurrent to the operation.

Fluid Power

Hydraulic and Pneumatic Principles #13 Estimated Contact Hours: 5

Module 13 of Fluid Power, **Hydraulic and Pneumatic Principles**, is intended to provide participants with the basic theory of hydraulics and pneumatics. It provides participants with an understanding of the components of the system, how they work together and how pressure is created. Pascal's law is addressed as well as safety as it relates to Hydraulic and Pneumatic systems.

Fluid Power

Fluids #14 Estimated Contact Hours: 5

Module 14 of Fluid Power, **Fluids**, is intended to provide participants with information to assist them in Identifying and correcting issues with hydraulic fluids. Participants are aware of the characteristics of fluids based on machine requirements so when faced with filling the tank they are able to read the Ford identification tags for fluid replenishment. After this module, participants are aware of contamination and breakdown of hydraulic fluids and are able, with some OJT to replace filters that do not require special tools or procedures.

Fluid Power

Accessories #15 Estimated Contact Hours: 2

Module 15 of Fluid Power, **Accessories**, is intended to provide participants with information so that they can recognize different accessories associated with hydraulic and pneumatic systems. Accessories covered in this module include:

- Heat Exchangers
- Accumulators
- Intensifiers
- Pressure Gauges

- Flow Meters
- Sound Dampening materials

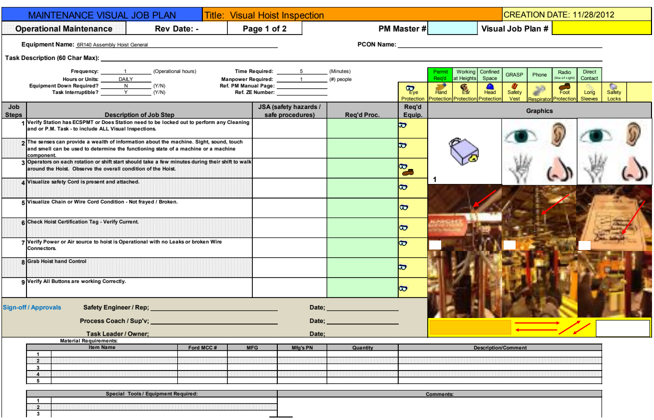
Participants are introduced to each of these accessories and are instructed on how they work in the system, safety precautions when working around these accessories, and associated issues that may cause a reduction in efficiency for these components.

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

VISUAL JOB PLANS AND MINOR MAINTENANCE

Supporting MOS, the Visual Job Plan (VJP) is a standard method for formalizing job steps for tasks performed by production employees within a Production Work Group (PWG) and Manufacturing Work Group (MWG). Visual Job Plans also ensure appropriate methods are utilized within the team to maintain safety and quality. Training for a specific plan will be provided through on-the-job training (OJT).

Example of a generic VJP



MAINTENANCE VISUAL JOB PLAN | Title: Visual Hoist Inspection | CREATION DATE: 11/28/2012

Operational Maintenance | Rev Date: - | Page 1 of 2 | PM Master # | Visual Job Plan #

Equipment Name: 6R140 Assembly Hoist General — PCON Name:

Task Description (60 Char Max):

Frequency: 1 (Operational hours) — Time Required: 5 (Minutes)
Hours or Units: DAILY — Manpower Required: 1 (#) people
Equipment Down Required? N (Y/N) — Ref. PM Manual Page:
Task Interruptible? Y (Y/N) — Ref. ZE Number:

Permit Req'd | Working at Heights | Confined Space | GRASP | Phone | Radio (line of sight) | Direct Contact

Eye Protection | Hand Protection | Ear Protection | Head Protection | Safety Vest | Respirator | Foot Protection | Long Sleeves | Safety Locks

Job Steps	Description of Job Step	JSA (safety hazards / safe procedures)	Req'd Proc.	Req'd Equip.
1	Verify Station has ECSPMT or Does Station need to be locked out to perform any Cleaning and or P.M. Task - to include ALL Visual Inspections.			
2	The senses can provide a wealth of information about the machine. Sight, sound, touch and smell can be used to determine the functioning state of a machine or a machine component.			
3	Operators on each rotation or shift start should take a few minutes during their shift to walk around the Hoist. Observe the overall condition of the Hoist.			
4	Visualize safety Cord is present and attached.			
5	Visualize Chain or Wire Cord Condition - Not frayed / Broken.			
6	Check Hoist Certification Tag - Verify Current.			
7	Verify Power or Air source to hoist is Operational with no Leaks or broken Wire Connectors.			
8	Grab Hoist hand Control			
9	Verify All Buttons are working Correctly.			

Graphics

Sign-off / Approvals
Safety Engineer / Rep; Date;
Process Coach / Sup'v; Date;
Task Leader / Owner; Date;

Material Requirements:

	Item Name	Ford MCC #	MFG	Mfg's PN	Quantity	Description/Comment
1						
2						
3						
4						
5						

	Special Tools / Equipment Required:	Comments:
1		
2		
3		

- Production employees will be assigned minor or preventative maintenance tasks as identified on the visual job plan (VJP)
- Production employees currently performing minor maintenance tasks will continue to perform those tasks
- Visual job plans will be jointly approved by the local parties
- If required, the national parties will review any discrepancies and provide guidance to the local parties on resolution

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

APPENDIX J AND MAINTENANCE WORK TEAM WAGE RELATED MATERIAL*

Name	Group	Description	Rate Impact	Classification / Rate Examples
Production Work Group (includes MP&L and Pre-Delivery teams)	PWG	Production Operator	Rate remains the same	Paid the production rate of assigned classification
		Production Team Leader	Increase in rate	Employee receives up to $1.50 over the highest rated classification on team (or above present level in ARP if coming from an ARP) to perform standardized Team Leader Roles & Responsibilities Example: Existing Team Leaders who have received $0.645 will receive an additional $0.855 to reach $1.50
		In Progression Team Leader	Increase in rate	Classified as In Progression (Adjusted Rate) employee. Will be paid $1.50 per hour above the In Progression (Adjusted Rate) of the highest rated classification on team or above present level in ARP if coming from an ARP.
Maintenance Work Team	MWT	Skilled Trade Team Leader	Increase in rate	Employee receives $1.50 above established MWT rate ($33.825)
		Trades Assigned to Team - (EL, MR, TM, PF, MW) SBU only - (WFR & AEMM) Additional trades approved per the NJSTGT	Rate remains the same for trades making the MWT rate of $33.825 Increase in rate for approved mechanical trades to the MWT rate of $33.825	Employees assigned to the team making less than the MWT rate of $33.825 receive an increase in pay to $33.825 towork up to their skill and capability Example: MW, PF and other apprenticeable mechanical classifications approved by NJSTGT
Manufacturing Work Group	MWG	Upskilled Production Operator	Increase in rate - $0.50/hr	Upon certification of successful completion of 50% of training, employee receives $0.25/hr increase above highest hourly production rate on the team (ARP will receive the increase above their present ARP level). Upon certification of successful completion of 100% of training, employee receives additional $0.25/hr increase above highest hourly production rate on the team (ARP will receive the increase above their present ARP level). In Progression or In Progression (Adjusted Rate) employees are eligible to be an upskilled production operator. However, they are classified In Progression (Adjusted Rate) and paid accordingly. Upon certification of successful completion of 100% of training, employee will receive a one-time lump sum payment of $600.
		Production / Skilled Trade Team Leader	Increase in rate	Team Leader receives up to $1.50 above highest rated production rate if Team Leader is production employee or $1.50 above base skilled classification wage on team if Team Leader is skilled trade to perform standardized Team Leader Roles & Responsibilities. Production Team Leader also eligible to receive $0.50 upskilled increment only upon completion of training. Existing Team Leader = up to $1.50 increase. (ex., existing Team Leaders who have received $0.645 receives an additional $0.855 to reach $1.50)
		In Progression Team Leader	Increase in rate	Classified as In Progression (Adjusted Rate) employee. Will be paid $1.50 per hour above the In Progression (Adjusted Rate) of the highest rated classification on team or above present level in ARP if coming from an ARP.
		Skilled Trade Assigned to Team	Rate remains the same if making $33.825 Increase in rate for trades making less than hourly rate of $33.825	Employees assigned to the team making less than the MWT rate of $33.825 receive an increase in pay to work up to their skill and capability

* Wage rates are as of the 2015 General Wage Increase and do not reflect the 2017 General Wage Increase

UAW-FORD NATIONAL CONTINUOUS IMPROVEMENT CHARTER:

CHARTER CHANGE MANAGEMENT PROCESS

A formal process for Plants to request review of the Continuous Improvement documents by the NCIF.

CHARTER DOCUMENT CHANGE REQUEST FORM

Date of Request: _____ Change Requested by: _____

Description of Change Request:

_____

_____

_____

_____

Purpose of Change Request:

_____

_____

Date Submitted to NCIF: _____

Date Reviewed by NCIF: _____

Change Approval (A) / Denial (D) by NCIF: _____

Change Approval Signature:

_____

Reason for Approval/Denial:

_____

_____

_____

Date Approval / Denial Reviewed with Change Requestor: _____