

## New modules in version 13.7

### Organizational structure module

With the **t-method** organizational structure module the user can design the **organizational structure**, and display the relationship between the organization units in a tree.

The user can appoint **leaders for organization units**, designate employees to units, display the **number of employees** in each unit and input data of the document matrix.

The **t-method** software enables the user to manage any matrix structure in accordance with ISO/TS 16949 standard specifications (ad hoc groups, project or cross functional work groups).

The documentation of system changes enables archived data search.

### Job requirements module

The **t-method** software offers the following features:

- ✓ define job requirements, key requirements and preferred qualifications and competencies for jobs,
- ✓ register the employees' qualifications and competencies,
- ✓ document and plan employees' and deputies present and planned jobs.

The qualifications and competencies can be managed in a predefined parameter system, enabling the user to compare and use employees' data as input information for planning trainings and individual development targets.

The program can store data of documents and certificates which regularly need renewal (e.g. driving licence, auditor certificate) and gives a warning before the expiration date.

The relevant external requirements (regulations, customer requirements) can be allocated to jobs through qualifications and competencies, therefore any change can be tracked in the job requirements as well.

The documentation of data changes enables archived data search.

### Job description module

A Job description format can be designed and allocated to jobs. The job description for employees can be displayed and printed.

If the Management system module is used, the process responsibilities and the work steps to be completed can be integrated in the job description.

#### Control instructions module

The Control instructions are part of the Control Plan and show the information for process steps at a certain workstation.

The Control instruction does not have an identifier or version number, can be identified with the relevant CP identifier and process step identifier, and has the version number of the Control Plan. This ensures that the data available to manufacturing correspond to the Control Plan data. Data shown in the Control instructions:

- ✓ Control Plan identifier, version data (author, reviewer, approver, version number, date of issue)
- ✓ Process step and product (product family) identifier and name,
- ✓ Product/process characteristics,
- ✓ Measurement method,
- ✓ Person responsible for the inspection,
- ✓ Measuring and test equipment,
- ✓ Sample quantity,
- ✓ Sampling frequency,
- ✓ Control method
- ✓ Corrective action.

Users without rights to change data can access only the current version both in print and in electronic format.

### **External document management module**

In the External document management module the user can register relevant external regulations (standards, rules and regulations, general customer requirements, etc.) and

- ✓ update them in case of changes in the relevant external regulations,
- ✓ allocate them to process descriptions, and access the relevant job descriptions in case of changes in external documentations,
- ✓ allocate them to jobs, and access the relevant job descriptions in case of changes.