

Weekly Management Meeting – Minutes of meeting – May 15, 2019

Start time: 2:00pm **End time:** 3:30pm

Attendees Present

- | | | |
|----------------------|-------------------------|------------------------|
| 1. Alexis BRUNET | 6. Hang Qi | 10. Joseph De-SERRE |
| 2. Patrick O'ROURKE | 7. Remy ADNOT via Skype | 11. Bertrand BOUTELOUP |
| 3. Elizabeth SPENCER | 8. Rodrigo CAPANI | |
| 4. Mohammed ALAMI | 9. Cloe LECHAVALIER via | |
| 5. Antoine DELCOURT | Skype | |

Meeting Agenda

Meeting Agenda	Topic Presenter	Allotted Time
EHS	Hang Qi	25 minutes
Customer Update	Bertrand	10 minutes
Top 3 Actions update	Alex L'Homme	10 minutes
Strategy Retrofit LRV 2	Antoine	10 minutes
KPI and Next Cash-on milestone	Tara	20 minutes
Supplier Consignment Stock	Cloe	10 minutes
Breakroom presentation	Liz	5 minutes
Review M.O.M. tracker (KPI)	Liz/Alexis	10 minutes
Round Table	Everyone	15 minutes

Hang/SOV's

2 SOV's rcv'd since last week. 1 from Alex L'Homme and Brady, EP station and one from Pat and Liz, EC station

Reviewed EC SOV

- Yellow cabinet: SDS binder holder bin has broken off. Needs to be replaced. SDS binder is missing from station. EPU/TL do not know where it is. A new binder needs to be created and put into station a.s.a.p.
Added to Action Tracker #149
- Trip hazards present from extension cords, uncoiled junction boxes. What can be done to improve this? (Suggestion of perhaps purchasing speed bumps) **Added to Action Tracker # 150**
- Gloves: Logan has a difficult time with the current cut level 5 gloves as the material does not breathe and his hands become very sweaty and uncomfortable. Pat stated that we can accommodate getting a different kind of cut level 5 gloves for Logan. (This point will be transferred to EHS tracker) **Added to Action Tracker # 151**

PSE's

On Monday we held a safety stand down with regards to LOTO in the LMB. Message strongly reinforced by Hang and Alexis that safety is priority #1, then quality, then production planning.

Training will be adapted to ensure the message is clear and being received by employees that working in the LMB is a high risk activity. Below is the structure to follow if employees deviate from proper LOTO process

- Written warning 1st time
- 5 day suspension without pay 2nd time

3. Termination based on multiples violations 3rd time

Global Challenge Update: As of now, we have 14 registered teams.

Bertrand/Customer Update

- Last Friday FETCO, they made an assessment and a statement on the derailment. It's available to the public should you wish to view it
- Alstom vehicles are under the spotlight. Within our management team there has been some reactions to this. We must concentrate and focus on Alstom's scope.
- Train priorities have shifted. Alstom is asking for and getting back more LRV's to work on our snags, fixes, investigations, etc
- We have to work on reinforcements for the workforce team within warranty, eng, etc. Reinforcements will be given.
- Situation is tough however Alstom continues to support Revenue Service date of July 1st

Alex/Top 3 Actions update

1. Warranty support
 - a. Help to recruit experienced staff
 - b. Workflows in place (repairs, technical issues, reliability report, GSO, maintenance, PIO integration)
2. Product Maturity
 - a. Technical ownership of the solution (FMR, BoM and assembly to be stabilized for phase 3)
 - b. Organization of engineering to support product manufacturing and reliability growth
3. Technical solutions
 - a. Doors (Vapor) and brake (HPU) late issues discovered on the whole fleet to be tackled
 - b. PACIS & high Speed data radio solutions not fully validated.

Antoine & Alex B./Strategy Retrofit LRV2 – Deferred to next week

Cloe/Supplier Consignment Stock for Wabtec

- Cloe needs a list of consignment stock and provide this to Remy so he can follow the proper process within GSI.
- Alexis requested to know who is responsible for the logistics on consignment stock. Is the vendor responsible or is Alstom responsible to occur these associated costs of sending things back to vendor. **Added to Action Tracker #152**

Tara/Finance Review: KPI and Next Cash-on milestone – Deferred to next week

Liz/Alstom News Update (PowerPoint for break room)

- Presentation completed however having issues displaying on TV.
- Requested feedback and idea from team as to what they want to see being displayed

Round Table Discussions

William

Emilie: More positions are open for trouble shooters. Alex is encouraging us to share amongst our own personal networks. Interviews are on-going.

Sandra: Looking for someone to join the QA team for nights. Alexis suggests looking at Trigo
Next weekend Sandra needs 2 warranty techs.

Bertrand:

Hang: Visitors on site. Please ensure you schedule in advance time with Hang to ensure your visitors

Pat: MVT's update, when can they start helping out with the trains. They need to be present to learn and get training on things like bogies, changing cab windshields, etc

Staffing: 10 employees have been lost in Production within the past 2 weeks

Randstad: Reminder any staffing issues have to go to John

Meetings:

Mohammed: Struggling to find rooms for meetings.

Upcoming Events

1. AZDP audit. Date TBC

Upcoming agenda for May 15th, 2019

1. **Hang/EHS/SOV's**/Present final result for 2018 - 10 minutes
2. **Bertrand**/Customer Update - 5 minutes
3. **Alexandre**/Top 3 Actions update – 10 minutes
4. **Antoine & Alex B.**/Strategy Retrofit LRV2 – 10 minutes
5. **Cloe**/Supplier Consignment Stock Wabtec -10 minutes
6. **Tara**/Finance Review: KPI and Next Cash-on milestone – 20 minutes
7. **Liz/Alexis**/Review M.O.M. excel tracker – 10 minutes
8. **Liz**/PowerPoint in break room feedback/suggestions – 5 minutes
9. **Everyone**/Round table – 10 minutes

Tentative schedule (be prepared to present) May 22nd

1. **Hang/EHS/SOV's**/Present final result for 2018 - 15 minutes
2. **Alex**/Customer Update - 10 minutes
3. **Alexandre**/R&OP – 10 minutes
4. **Antoine & Alex B.**/Strategy Retrofit LRV2 – 10 minutes
5. **Cloe**/Supplier Consignment Stock Wabtec -10 minutes
6. **Tara**/Finance Review: KPI and Next Cash-on milestone – 20 minutes
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