

**APPENDIX F**  
BACHMAN MACHINE COMPANY  
EMPLOYEE MACHINE TRAINING CHECK-OFF SHEET  
FOR N/C

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

MACHINE: \_\_\_\_\_ PART #: \_\_\_\_\_ OPERATOR: \_\_\_\_\_

DO NOT SIGN OR INITIAL THIS FORM UNLESS UNDERSTOOD.

**MACHINE OPERATION:**

- A. Cycle operation

**LOADING AND RUNNING OF PART:**

- A. Use of hooks etc. to lift part
- B. Clamping or chucking of part
- C. Positioning of part
- D. Deburring of part
- E. Cleaning of part
- F. Personal stamp (if applicable)

**GAGING OF PART:**

- A. Use of all appropriate gages
- B. SPC charting (if applicable)
- C. General inspection instructions (clean up, steps, micro)
- D. Inspection sheet explained

**HANDLING OF PART:**

- A. Unloading of part
- B. Stacking of part in protected cont.
- C. Layer of piece count (if applicable)