

TRAINING FOR NEW AND CURRENT PRODUCTION PERSONNEL

FOR ALL OPERATORS:

- ~ 1. Training on time clock procedures
- ~ 2. Trained on personal safety equipment
- ~ 3. Instructed on the housekeeping of the work station
- ~ 4. Trained on safety of the machine
- ~ 5. Instructed on purpose and use of the operational/set-up manual
- ~ 6. Instructed on completion of the production control sheets

- 7. Have you been trained on start-up, shut down, and/or operation of:

<u>start-up/ shutdown</u>	<u>set-up</u>	<u>operation</u>	
~	~	~	small presses (7 on down)
~	~	~	medium presses (500 to 150)
~	~	~	large presses (1000 to 800)
~	~	~	4 head gang tapper
~	~	~	individual tappers
~	~	~	Tennex welder
~	~	~	Genesis welder
~	~	~	rotary table welder

- ~ 8. Training on coil straighteners
- ~ 9. Trained on the operation of tow motors by designated trainer
- ~ 10. Safety in handling of material
- ~ 11. Handling of tooling and coils
- ~ 12. Training on Dallas Industries Up-ender Model #DCU-20,000-16123E
- ~ 13. Training on vibratory deburr

Employee's signature & date

Supervisor's signature & date

Mfg. Manager's signature & date