

Jemison Metals On-The-Job (OJT) Group Training Form

**** **Each location is responsible for**

- a) The completion of the OJT form
- b) Maintaining an onsite file of all training forms to be filed by year
- c) Uploading your OJT form to Jemison Public File Folder OJT/ Sub Folder Location for easy access

1. Complete the document – be sure to have each trainee print their name clearly and initial beside their name
2. Scan the form to your email address
3. Open the scanned form and save to the Jemison public drive OJT/Sub Folder
4. Name the form -Training Date-Description (example: 10-5-2016-Overhead Crane Operation or 10-5-2016 Case # 1234 – Description)
5. Open the Jemison Public drive –
 - a) Click on the Document folder OJT
 - b) Click your Sub Folder = location
 - c) Enter Document Name = Training Date -Description
 - d) Save the document

****Effective 10/10/2016 it is no longer necessary to forward this form to HR**

Page one of this form is Instructional only and is not required to be kept in your OJT Training File Folder

Continued on page 2 – you will maintain page two in your onsite OJT file folder filing the forms by year

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Continual Learning is key to Continual Improvement in the JDM QMS. This Form recognizes that:

(Attendees):

Print Name	Initial	Print Name	Initial

All Attendees have successfully completed OJT for:

Location: _____

Training Start Date: _____ **Completion Date:** _____

Description: _____

Department: _____

Subject: _____

Signature of Trainer: _____

According to this document, the OJT for these individuals have been trained and have demonstrated sufficient competence to conduct the documented function/task without further instructions. Continued performance evaluation and observation could result in additional training being specified.