



## TRAINING MATRIX

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

SUPERVISOR NAME \_\_\_\_\_

HIRE DATE:						
JOB TITLE: Press Brake Operator		Training Goals - Tracking				
Item	Description	Training Date	Trainer Initials	Employee Initials	Competent (Yes/No)*	Notes/Comments
Press Brake Safety	Cincinnati Press Brake Safe operation and JSA( this must be completed before operator is cleared to run any press brake). <b>Trainee must be 100% supervised by trainer for the first 2 shifts on a press brake.</b>					
Work Order Reading	Packaging, Material to be Produced, Connection to Part Specifications (detail on W/O comes from Part Spec).					
Forklift training	Hands-On Training					
Crane Training	Hands-On Training					
5S	5S. What it is, employee responsibilities, training on 5S schedule (if applicable)					
Stock Plan	Material movement to finished goods or secondary processes How is stock organized and stacked?					
Material Identification	Material tracking, identification, and tag hanging.					
Machine Operation	Basic training on machine controls and tooling set-up procedures					
Quality Intranet	How to pull up on computer to view procedures, forms, skid types etc.					
Non-Conforming Material (Reject)	Who can reject material? Segregation and identification of reject material.					
Stelplan/FIT Operations and Production tracking	How to log production into Stelplan/Fit and manually document production for costing					
Measuring Instruments	Basic use and verification of micrometer, calipers, tape measure, height gauge, and protractor					
Visual Inspection	surface quality, laser or plasma edge quality, cracking or splitting from bend					
Inspection Recording / Documentation	Understanding of required inspections, required frequency of inspections, and required documentation of all above (per each work order).					
Additional Notes/Comments:						

\* If employee is not yet deemed competent, list actions and timing for more training and/or review for competency.