

## **TRAINING MATRIX**

IIRE DATE:	SUPERVISOR NAME					
OB TITLE: Slitter Operator	Training Goals - Tracking					
tem	Description	Training Date	Trainer Initials	Employee Initials	Competent (Yes/No)*	Notes/Comments
Vork 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					
S	5S. What it is, employee responsibilities, training on 5S schedule (if applicable)					
Knife Setup	How to figure out knife set ups using computer or manually.					
Material Identification	Master Coil Identification, identifying & tagging children mults. Matching tag(s) to work order.					
Machine Operation	Basic training on machine controls and setting cut parameters to optimize cut quality					
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.					
telplan/FIT Operations and Production tracking	How to log production into Stelplan/Fit and manually document production for costing					
Micrometer Use	Basic use and verification.					
Cape Measure Use	Basic use and verification.					
Caliper Use	Basic use and verification.					
	Surface Quality (Rust, White Rust, Pickle Stains, Slivers, Scratches, Pickle Stain, Bruises, Roll Marks,					

**EMPLOYEE NAME** 

Additional Notes/Comments:

Visual Inspection

Contamination etc), Shape (Camber, Edgewave, Twist etc), Other (Burr etc)

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