JEMISON METALS

TRAINING MATRIX

EMPLOYEE NAME_____

SUPERVISOR NAME_____

HIRE DATE:

JOB TITLE: Slitter Operator	Training Goals - Tracking				
Item	**Description**	**Training Date**	**Trainer Initials**	**Employee Initials**	**Competent (Yes/No)***	**Notes/Comments**
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)					
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.					
Stelplan/FIT Operations and Production tracking	How to log production into Stelplan/Fit and manually document production for costing					
Micrometer Use	Basic use and verification.					
Tape Measure Use	Basic use and verification.					
Caliper Use	Basic use and verification.					
Visual Inspection	Surface Quality (Rust, White Rust, Pickle Stains, Slivers, Scratches, Pickle Stain, Bruises, Roll Marks, Contamination etc), Shape (Camber, Edgewave, Twist etc), Other (Burr etc)					

Additional Notes/Comments:

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