

Checklist for LCT Operator Training

Name _____

Payroll # _____

Promotion _____

Cross Training _____

New Hire _____

Start Date _____

Completion Date _____

On the completion date of each "Step" the trainer will test the trainee on each topic within the "Step". As each topic is successfully demonstrated and explained by the trainee both the trainer and the trainee will initial the topic to verify acceptance and understanding. Each "Step" must be completed before advancing to the next section.

Trainer

Trainee

Step 1

- | | | | |
|-------|-------|---|---|
| _____ | _____ | 1 | Policy and Procedures |
| _____ | _____ | 2 | Personal Protective Equipment requirements |
| _____ | _____ | 3 | Housekeeping requirements |
| _____ | _____ | 4 | Identify and utilization of Cut to Length Line tools |
| _____ | _____ | 5 | Basic operation/function of Cut to Length Line |
| _____ | _____ | 6 | Basic understanding of leveling theory and techniques |
| _____ | _____ | 7 | CTL Procedures/ concerns |
| _____ | _____ | 8 | Proper shut down procedures |
| _____ | _____ | 9 | LO/TO procedure |

_____ Step 1 Completion Date _____

