

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 _____

Trainer

Trainee

Step 2

_____	_____	1	Material Specific Knowledge
_____	_____	2	Pre-work Setup/ Understanding of Customer requirements
_____	_____	3	Ability to perform job duties of CTL operation
_____	_____	4	Double check system for quality
_____	_____	5	Ability to perform basic leveling theory and techniques
_____	_____	6	Understand and Perform Invex system procedures
_____	_____	7	Packaging, Labeling and staging of processed material
_____	_____	8	List below additional items/ requirements reviewed

_____ Step 2 Completion Date _____

Comments
