

Checklist for LRB 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 LRB Line tools
_____	_____	5 Basic operation/function of LRB
_____	_____	6 Basic understanding of leveling theory and techniques
_____	_____	7 LRB 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 LRB 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