

Checklist for Pick and Pull 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/Use of Material Handeling tools
_____	_____	5 Understanding of Warehouse layout and Inventory Locations
_____	_____	6 Basic Techniques of Order Picking
_____	_____	7 Understanding use of Overhead Cranes / Forklifts
_____	_____	8 Understanding of paperwork and flow
_____	_____	9 Understanding of Stelplan and fuctions performed

_____ 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 Pick and Pull operation
- 4 Double check system for quality
- 5 Ability to utilize associated tools required
- 6 Understand and Perform Invex system procedures
- 7 Packaging, Tagging and staging of pulled material
- 8 Certification on Crane and Forklift
- 9 List below additional items/ requirements reviewed

Step 2 Completion Date

Comments