

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 Handling 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
