

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 Stelplan 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
