

Checklist for Laser Operator Training

Name _____

Payroll# _____

Promotion _____ Cross Training _____ New Hire _____

Start Date _____ Completion Date _____

On the completion 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 Laser Fabrication tools
_____	_____	5 Basic operation/function of Laser
_____	_____	6 Basic understanding of Laser theory and techniques
_____	_____	7 Laser Procedures/ concerns
_____	_____	8 Proper startup and shutdown 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 Laser operation
		4 Check and Double check system for quality
		5 Ability to perform basic Laser techniques
		6 Understand and perform Invex system procedures
		7 Packaging, labeling and staging processed materials
		8 List below additional items/ requirements reviewed

Step 2 Completion Date

Comments