OJT Training for Manufacturing & Shipping

Employee name: _____

This form identifies activities to be included in an On-the-Job training program.

ALL LEVELS	DATE COMPLETE	MGR INITIAL	DATE RETRAIN	MGR INITIAL
Safety (General & Machine)				
Department Procedures				
Tooling & Calibration				
Inspection & Criteria				
Nonconforming Material				
Routes/Jobs & Sign-Off				
Handling				
Process Control Charts				
SENIOR LEVEL				
Blue Print Reading				
1ST Article Inspect				
OPERATIONS				
Material Receiving				
Saw – Horiz Bandsaw				
Waterjet				
NAK SLANT 3				
NAK SLANT 1				
NAK SLANT JR				
MORI-SEIKI SL-65				
MORI-SEIKI TL-40				
Deburring				
Polisher/Polish				
Tumble				
Inspection				
Insp-Customer Source				
Assembly				
Test-Hydro/Simple				
PACKAGING				
O/S Packaging				
Final Packaging				

Click Browser Back button (in top left corner) to Return

Reproduced with permission of West Management Services
© 2009 West Management Services