| Name of Employee | | Training for every new hiring in dept | | Designation | Engineer/ Supervisor | |
| --- | --- | --- | --- | --- | --- | --- |
| Department | | Proudction | | Date of Joining | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **S#** | **Assignment/Task Topic** | | **Basic Content** | | | **Mentor Name** | | **Target Date** |
|
| 1 | **Production process** | | Procedures SOP | | | PM | |  |
| 2 | **Machine Structure** | | Parts & its functions | | | APM | |  |
| 3 | **Machine Purging procedure** | | Cleaning materials | | | APM | |  |
| 4 | **Material Handling** | | Transportation of material | | | PM | |  |
| 5 | **Mixing Parameters** | | RM premix in HSM | | | APM | |  |
| 6 | **Basic Maintenance** | | Vacume sys, oil system checking | | | APM | |  |
| 7 | **Auxiliaries** | | Cooling tower/ pump working | | | APM | |  |
| 8 | **Quality Assurance** | | Pellet appearance and shade checking | | | PM | |  |
| 9 | **Color separation** | | Coding system | | | APM | |  |
| 10 | **House keeping** | | Maintain cleaning and material align | | | PM | |  |
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Approved By (HOD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_