



# Employee Training Checklist

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

## LEAD OPERATOR

Begin job Orientation training with : \_\_\_\_\_/\_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Lead Operator Responsibilities | <input type="checkbox"/> Lead Operator Expectations |
| <input type="checkbox"/> Safety                         | <input type="checkbox"/> Lead / Control Shift       |
| <input type="checkbox"/> Production                     | <input type="checkbox"/> Maintain Production Drive  |
| <input type="checkbox"/> Housekeeping                   | <input type="checkbox"/> Consistent Improvement     |
| <input type="checkbox"/> Yields                         | <input type="checkbox"/> Training and Mentoring     |

Trainee Signature of Comprehension: \_\_\_\_\_/\_\_\_\_\_

1 - Lead Operator Training by : \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

2 - Lead Operator Training by : \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

3 - Lead Operator Training by : \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

### Procedure Training

( Print out, train against and turn in signed procedures )

#### **Vacuums**

- ☐ ~MANUF-VAC-01 - Crystallizer Operation
- ☐ ~MANUF-VAC-02 - Crystallizer Shutdown
- ☐ ~MANUF-VAC-03 - Filling & Starting Crystallizer
- ☐ ~MANUF-VAC-04 - Evaluating Suspended Solids
- ☐ ~MANUF-VAC-05 - Fine Salt Loop
- ☐ ~MANUF-VAC-07 - Crystallizer Extended Shutdown
- ☐ ~MANUF-VAC-08 - Operating Heat Exchanger

#### **Production**

- ☐ ~MANUF- TECH-05 - Adjusting Density Meter
- ☐ ~MANUF- TECH-07 - Production Rate
- ☐ ~MANUF- TECH-08 - Restarting Monitoring System
- ☐ ~MANUF- TECH-09 - Rebooting monitoring System
- ☐ ~MANUF- TECH-10 - Electrical Outage Recovery
- ☐ ~MANUF- TECH-11 - How To control Process
- ☐ ~MANUF- TECH-12 - ML Contribution to Mud

#### **Output**

- ☐ ~MANUF- TECH-16 - Process Temperatures
- ☐ ~MANUF- TECH-17 - Power Out for <5 min

#### **Other**

- ☐ ~MANUF- DIG-08 - Altering Filter press set points
- ☐ ~MANUF- D&P-05 - Centrifuge Operation
- ☐ ~MANUF- DIG-15 - Filter Press Set Points

### On the job training

( To be trained by 3 different Operators )  
To be initial the box when trainer feels operators  
has reached suitable aptitude

#### **Other**

- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Raw Material Feeds
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Digester Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Press Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Vacuum Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Fine Salt Loop Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Centrifuge Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Dryer Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Screener Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Bagger & Super Sack Machine
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Palletizer Operation
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Run List and SCR codes
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Document / Procedure Center
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Control Center / Alarm Board
- \_\_\_\_-\_\_\_\_-\_\_\_\_ - Shift Supervision / Leadership