



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **Training Assessment – Utility Operator**

Number: **R17-FM-100-203**

Owner: **Charles Huggins**

Revision: **01**

Effective Date: **08/31/2017**

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Name:
Date:
Shift:
Supervisor:
Trainer:
Location: _____ REPACK _____ TANNERY

Utility Operator

Has B Operator Assessment been completed? YES: NO: Score:	Initial Training		Employee Competent		Retraining	
	Date	Trainer	Yes	No	Date	Trainer
Proficient at Salt Delivery (Hanging Salt, Distributing Salt)						
Proficient at finished goods placement. (Placing Finish Goods in warehouse racks)						
Proficient at maintaining manufacturing floor. (Keeping up with production rate)						
Proficient at loading and unloading trailer(s)						
Properly receives and or stores Pouch/Carton						
Properly stores fragrance						
Stacks finished product in a safe manor						
Operates fork lift safely						
Properly fills out daily fork lift inspection form						
Lifts properly and safely						
Safely uses dock plates and dock covers						
Operates wrapping machine safely and correctly						
Inspects Pallet is taped/wrapped securely						
Properly stages finished good locations						
Ensures proper color pallets are being used						
Makes sure proper supplies are supplied to lines						
Maintains Repack Raw Materials Form between Birthing Operator/Utility/Expeditor in Repack Facility						
Operate a Pallet Jack						
Interpersonal Skills						
Takes responsibility for area						
Has good communication skills						
Is a Team Player						
Leads by example						
Fills out paperwork neatly and correctly						
Looks for areas to improve line efficiencies						

Comments

Dates Observed: *(Needs to be a minimum of 2 weeks observation at either location.)*

Rate Scale 1-5: 1 – Cannot perform task 2 – Familiar with elements of job/training/policy and or procedure
3 – Can perform with help 4 – Can perform solo 5 – Can teach others to perform

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