



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **Training Assessment – Operator A**

Number: **R17-FM-100-194**

Owner: **Charles Huggins**

Revision: **00**

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Name:
Date:
Line Working On:
Shift:
Supervisor:
Trainer:

Operator A Assessment	Initial Training		Employee Competent		Retraining	
	Date	Trainer	Yes	No	Date	Trainer
Understands Lot/Expiry						
Understands USP/Tech Salt						
Proficient at Building a Box						
Pouch/Carton Inspection						
Packs Neatly and Efficiently						
Safe Operation with Taper						
Can Replace Both Tape Rolls						
Handles Pallet Safely						
Inspects Box for Lot/Expiry						
Insures Label is Correct						
Stacks to Customer Specs						
Lifts Properly and Safely						
Stack is Neat and Even						
Tapes Pallet Securely						
Tape Head Training Completed						
Operate a Pallet Jack						
Machine Startup/Change Over						
Follows start up procedure R14-PR-200-043						
Change Over, Set up and make adjustments to Combi						
Loads pouches properly into magazine						
Able to change date code						
Able to adjust date code to hit pouch						
Can change suction cup when necessary						
Properly turns on and adjusts Liquid Pump						
Able to change seal tape as needed						
Can adjust scales as needed						
Changes over according to R14-PR-200-043						
Follows Operator check list when troubleshooting						
Leadership Skills						
Takes responsibility for all on line						
Directs crew when needed						
Motivates Crew						
Leads by example						
Fills out paperwork neatly and correctly						
Looks for areas to improve line efficiencies						

Comments

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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