Example Competency Requirements and Record Form

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| **COMPETENCY REQUIREMENTS and RECORD FORM** | | |
| **Position Title:**  Maintenance Electrician | **Employee Name:** Joe Moore | |
| **Competency Requirements** | **Record of Competency** | |
| **Verification Method** | **Verification Performed By**  **(Name, Title, Date)** |
| **Education:** | | |
| HS Diploma or Equivalent | Degree checked | Pamela Losey, HR Manager 4/7/14 |
| **Certifications or Licenses:** | | |
| Maintenance Electrician’s License | Obtained copy of license | Pamela Losey, HR Manager 4/7/14 |
| **Experience:** | | |
| Minimum 5 years relevant experience in industrial or manufacturing environment | Reference check | Pamela Losey, HR Manager 4/7/14 |
| **Skills:** |  |  |
| Industrial math skills | QUICKmath Test | Harry Blackman, HR Specialist 4/7/14 |
| Verbal / Interpersonal Skills | Interview |  |
| MS Excel software skills | Spreadsheet and Calculations Test |  |
| **Other:** | | |
| Color vision | Color blindness Test | Harry Blackman, HR Specialist 4/7/14 |
| Knowledge of local electrical codes |  |  |
| How to develop spreadsheet macros |  |  |
| **Training:** | | |
| On-the-job training | Initial Training Evaluation | Neil Caulder, Maint Supvr 4/8/14 |
| * Process equipment | Supervisor review | Neil Caulder, Maint Supvr 5/7/14 |
| * Energy systems | Supervisor review | Neil Caulder, Maint Supvr 5/7/14 |
| * PM Software | Supervisor review | Neil Caulder, Maint Supvr 4/24/14 |
| * Facility blueprints and wiring diagrams | Supervisor review | Neil Caulder, Maint Supvr 5/7/14 |
| * Company-Specific Maintenance Procedures, Work Instructions and Operational Controls | Supervisor review | Neil Caulder, Maint Supvr 4/15/14 |
| Does this employee have any gaps in required competencies?  YES  NO  **If there are competency gaps, document the additional training or other actions needed on page 2.** | | |

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| **COMPETENCY REQUIREMENTS and RECORD FORM (Page 2)** | | | | | | |
| **TRAINING PLAN** | | | | | | |
| Position: Maintenance Electrician | | | | Employee: Joe Moore | | |
| List Specific Training or  Other Actions Needed: | | Target Completion Date | Training Class/Method | | Completion Date | Verification Performed by  (Name, Title, Date) |
| 1 | Knowledge of local electrical codes | 05/08/2014 | County electrical code overview class | |  |  |
| 2 | How to develop spreadsheet macros | 06/14/2014 | ACME Computer Training | |  |  |
| 3 | EnMS objectives and targets for compressor system | 6/30/2014 | Management representative one on one | |  |  |
| 4 | ISO 50001 Internal auditor training | 09/07/2014 | Company training class | |  |  |
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| Approval of Plan:  Employee: Joe Moore Date: 5/1/14  Evaluator: Pamela Losey Date: 5/1/14 \_ | | | | |  | |