

The Qualification Training Modules Matrix

Kennecott Utah Copper



Operator/Craftsman C Skill Development Modules

- **Technical Knowledge** – Defined by Area
- **Safety** – 8-Hour Safety Training, Personal Safety and Health Plan, Near Miss Reporting, TRACK System
- **Performance Effectiveness** – Team Process, Task Assignment (My Role)
- **Business Knowledge** – Learning Map, Goals and KPI's- Key Performance Indicators (Plant Specific), Attendance at Work, Careful Business Communications, Working Values

PROMOTION PROCESS -

The first step in seeking advancement is a commitment on your part to learn more and accept additional responsibility. Once you have made this commitment, please follow these steps:

- Obtain an Employee Promotion Application Form from your supervisor.
- Return the completed form and any attachments to your supervisor.
- When the Company determines that a vacancy exists, qualified individuals with forms on file 30 days prior to the vacancy will be considered for promotion.
- To be considered for promotion, all the Skills Development Modules must be completed for the new level and you must be deemed qualified for work at that level. You must also have completed the Skills Development Modules and be deemed qualified at all levels below the position you are seeking.
- All promotion applications will be kept on file in your area.

TRANSFER PROCESS -

- Submit a completed Employee Transfer Application – Hourly form and any attachments to Human Resources
- When the Company determines that a vacancy exists, qualified individuals with Transfer Applications on file 30 days prior to the vacancy will be considered for transfer.

The Qualification Competencies Matrix

	Operator / Craftsman C	Operator / Craftsman B	Operator / Craftsman A	Advanced Operator/Craftsman
Technical Area Specific	<ul style="list-style-type: none"> Basic Competence on identified site specific, relatively limited number of technical and operational skill sets Complete Reports 	<ul style="list-style-type: none"> Operate equipment or process and perform running repairs Coordinate housekeeping Monitor, trouble-shoot, report & respond Competent in all task assignments 	<ul style="list-style-type: none"> Broad process and maintenance skill sets Works independently – diagnose problems and recommend solutions Plan & organize jobs to completion Read specs, DCS operation Operate discrete operations as part of larger process flow 	<ul style="list-style-type: none"> Direct others Lead work group and small teams. Make decisions. Advanced Operations or Advanced Maintenance skill sets Decisions can significantly impact business Operate entire processing system
Safety, Health & Environmental	<ul style="list-style-type: none"> Use TRACK in all tasks Current with all required MSHA / OSHA and KUC training Demonstrate safe work habits Make Personal Safety & Health Plan Know and use lock & tag, PPE Know JSA's & SOP's Points out potential hazards to co-workers – stops work if necessary Reports Near-Miss incidents Active participation in tool box, safety meetings and Safety Shares 	<ul style="list-style-type: none"> Proactive approach to safety Conduct Safety Interactions; Correct hazards Propose solutions for issues Isolation officer in areas of competency 	<ul style="list-style-type: none"> Trained in First Aid / CPR / Automated External Defibrillator Assist in Accident / Incident investigations Able to accept leadership role as assigned during emergency situation Develop and conduct tool box meetings and safety shares Develop, review, write JSA's & SOP's 	<ul style="list-style-type: none"> Capable of incident command Conduct mock MSHA/OSHA inspections Plan and conduct safety meetings Lead team problem solving and incident investigations Able to coordinate emergency procedures Actively promotes safety
Performance Effectiveness	<ul style="list-style-type: none"> Basic interpersonal skills – cooperates with team leader and team members Demonstrates good team process principles Support and comply with company policies and procedures Supports team process by offering suggestions, ideas and problems Treats co-workers with dignity and respect Understand and complete task assignments Maintains attendance, proper time collection, and follows reporting off procedures 	<ul style="list-style-type: none"> Communicate in a responsible, logical, Adult to Adult manner Actively share knowledge, information, help others succeed Assist others with their tasks, accept coaching and decisions, and understand team goals Actively solicit and share performance feedback Work with other areas to resolve process issues 	<ul style="list-style-type: none"> Coach others on process Understands authority and accountability Maintain team members' dignity Prepare and lead effective meetings and discussions Demonstrate leadership behaviors Focus on customer requirements-quantity and quality of output Influence others to demonstrate good team membership skills 	<ul style="list-style-type: none"> Ability to lead team or work group Able to build consensus within a team, work group, or project team Initiate problem solving groups Coach & train groups working together Mentor less experienced team members Train others in all skill areas Communicate clearly – 360 degrees Demonstrate leadership principles and values
Business Knowledge	<ul style="list-style-type: none"> Practices Careful Communications Understand plant goals and Key Performance Indicators – KPI's as measures of performance Knowledge of internal customers and their needs / Learning Map Understand how tasks fit with others in the area Understand productivity measures Demonstrates the Working Values 	<ul style="list-style-type: none"> Understand Cost of Quality for area Knowledge of budget for area (costs) Knowledge and understanding of area specific KPI's Identify issues and solutions Understand connection of my work to unit goals & overall business and customer requirements – Kennecott Operations Improvement System 	<ul style="list-style-type: none"> Contribute ideas and options – utilizing analysis Understand KOIS focus on reduction of downtime Understand connections of work to unit & overall business Order parts & supplies, control waste Plans projects & jobs Knowledge of Kennecott Maintenance System Maintain operations reliability – CLAIR Clean, Lubricate, Adjust, Inspect, Repair 	<ul style="list-style-type: none"> Understand how systems drive behavior Perform basic Root Cause Analysis Understand business drivers & significant pieces of our work Perform process mapping Control waste in team's work Understand supplier / customer relationships and concepts of quality control Understand Control Plans / Response Plans