

## Skill Matrix

Doc. No. - F-10-01

Issue no. - 01 , 01.07.2018

Rev. no. - 01 , 15.09.2020

Department/Area : - Forging

Evaluation Date : - 04.11.2024

Evaluation Frequency:- 6 Months

Next Evaluation Date On or Before :- 05.05.2025

## Training Topic/Skill Required

S.N.	Employee Name	Designation & Experience	Level 1			Level 2				Level 3								Level 4		
			1. Company Rules -Regulations & Quality Policy	2. General Awareness of Plant & Customers	3. Importance of Safety	1. 5s	2. RM Knowledge + Identification	3. FIFO + Traceability	4. SOP Understanding	1. Daily Checklist + Log Book Writing	2. Induction Heating + Upsetting Process	3. Half Piercing + Full Piercing	4. Ring Rolling Process	5. Sizing Process/ Blocker/ Finisher Process	6. Trimming Process	7. Report Preparation	8. Defect Analysis	1. Tool Die Inspection/ Change	2. Lubrication System Analysis	3. New Process/SOP Implementation
1	RAMHIRDAY PANDIT	FORGING INCHARGE 20 YEARS																		
2	SATVIR SINGH	HAMMER INCHARGE 20 YEARS																		
3	DEVENDRA SINGH	FORGING SUPERVISOR 06 YEARS																		
4	SANTOSH GUPTA	FORGING SUPERVISOR 09 YEARS																		
5	NEERAJ GAUTAM	FORGING SUPERVISOR 4-5 YEARS																		
6	CHANDAN SINGH	FORGING SUPERVISOR 6 MONTHS																		
7	MOHIT TANEJA	TOOL ROOM INCHARGE 9 YEARS																		
8																				
			REMARKS :																	
			Prepared By :																	
			Approved By :																	

<input type="checkbox"/>	< 60%	: Needs training Immediately.
<input type="checkbox"/>	60% ~ 70%	: To be Improved + Training is be Planned before next cycle
<input type="checkbox"/>	> 70% ~ 90%	: Can Operate Independently
<input type="checkbox"/>	100%	: Can Train Others