

OJT Instructions

On the Job Training is based on the principal of learning by doing. i.e. the worker learns the job while performing within the actual work environment. Employees also get a hands-on experience using machinery, equipment, tools, materials, etc. to face challenges that may occur during the performance of the job. The trainer will mentor the trainee through demonstrations, supervised practice including verbal instructions and assessment of skills prior to signing the Trainee off for independent performance.

To qualify on this OJT, trainee must complete the following steps:

1. Both the trainee and Trainer shall review the and verify all prerequisite Training and Qualifications are complete for both the Trainer and the Trainee.
2. Trainee must train on the related documents in Master Control prior to starting OJT observations of demonstrations and performed assisted
3. Review this OJT Training Material for familiarity and understanding of the content located in the **Learning Objectives, Related Documents, and Background & Learning Content sections.**
4. Document the Trainees prior experience, training and /or education in related tasks to justify the duration of Demonstrations and Practice prior to having the Trainee complete the performance evaluation.
5. The Trainer shall mentor the trainee through demonstrations and closely observed practice (performed assisted) of the associated tasks and steps until the Trainee is competent and comfortable to perform independently without outside guidance. Document all instances of "Demonstrations" and "Performed Assisted" on the associated forms.
6. The Trainee shall complete a performance demonstration of the tasks and steps associated with this OJT, and the trainee shall be able to verbally explain the steps and rational behind the tasks and steps being performed. The Trainer shall observe and verify that all tasks and steps are completed accurately and independently, and the trainee can explain what they are performing and any criteria specific to the tasks. ***The trainer shall not interfere or assist with performance unless to avoid a safety risk or deviation, in this case the trainee would fail.***
7. Complete all associated paperwork for this OJT and the Trainee shall upload a scan into Master Control and sign off on the assigned training Task.
8. The Trainees line manager will be required to verify in Master Control that the OJT documentation was successful uploaded to the training task, prerequisites are met, performance was acceptable to perform independently, and that documentation is acceptable. The Course is considered complete when all approvals and verifications are complete.

Prerequisite Training and Qualification

Pre-Requisite Training must be completed and verified for the Trainee and any trainers delivering parts of this training prior to performing OJT training steps. Verify training completion on the following Requirements and document on the associated forms of this OJT starting on Page X

The Trainee must complete training on the following courses in Master Control prior to initiating this OJT:

Course#	Title
Course-xxxx	SOP-000xxx
Course-xxxx	SOP-000xxx

The Trainer must be a Qualified Trainer per SOP-000609 and Qualified on this OJT and any associated procedures associated with the tasks in the area of OJT. Verify Training and Qualifications on the following prior to delivering training on this OJT:

Course #	Title
Course-00xx	OJT Training- xxxx
Course-00xx	Trainer Qualification - Listed as a Trainer

Learning Objectives

At the completion of this training, the Trainee will be able to successfully in accordance with SOP requirements.

The trainee will demonstrate the ability to:

- Set up per SOP instruction:
 - Identify proper ...
 - Install / Change ...
 - Select appropriate ...
 - Perform ...
- Set up per SOP instruction:
 - Identify proper ...
 - Install / Change ...
 - Select appropriate ...
 - Perform ...
- Perform routine activities

Related Documents

Completion of this OJT represents ability to perform related activities and concepts described in the following documents. All documents/courses listed below should be completed in conjunction with this training, as indicated in Master Control.

Type*	Document #	Title
SOP	SOP-00XXXX	
Course	Course-00xxxx	

*Specify Course, SOP, OJT, etc.

Background and Learning Content

Title Section

Text

Title Sub section

NOTE:

Figure or Pictures should have a number and a caption. See example below

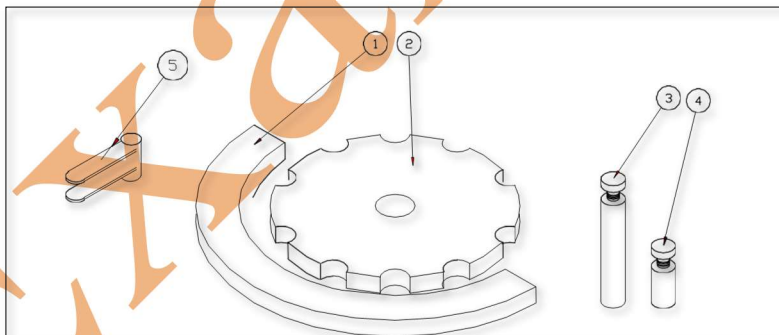


Figure 1: Flexicon Filler Format Set

On the Job Training

Pre-Requisite Training and Qualifications:

Individual	Print	Initial and Date to verify Pre-reqs. are complete
Trainee		
Trainer 1		
Trainer 2		

Trainee Prior Experience: N/A ☐

Observation of Demonstrations:

Date	Trainee initials	Trainer Initials	Comments or associated documentation

Perform Assisted:

Date	Trainee initials	Trainer Initials	Comments or associated documentation

Performance Assessment and Verification

To be considered Qualified all the following actions must be completed accurately and independently by the Trainee and verified by the Trainer.

Performance Checklist	Completed By (Trainee Initial / Date)	Verified By (Trainer Initial / Date)
Pre-Operational Checklist		
Observe filling setup and operation.		
Observe capping setup and operation.		
Identify and explain usage of filler touch screen buttons.		
Select proper change parts for filling.		
Discuss set up of HAUG one-point ionizer.		
Operational Checklist		
Assemble stopper change parts.		
Assemble cap change parts.		
Set up fill line for filling.		
Set up fill line for capping.		
Install, set height, and center fill tubing properly.		
<ul style="list-style-type: none">• Single needle		
<ul style="list-style-type: none">• Double needle		
Set guide rails and blocks appropriately.		
Select appropriate stoppering operation.		
Select correct tray loader recipe.		
Set up deionizer bar.		
Perform the filling operation		
Perform the capping operation including seal inspection		

Performance Checklist	Completed By (Trainee Initial / Date)	Verified By (Trainer Initial / Date)
Record process information as directed in the batch record.		
Post-Operational Checklist		
Remove and dispose of materials per batch record instructions.		
Perform cleaning of the filler and tray loader.		
Document cleaning and usage activities as applicable.		
Demonstrate inspection process for roller arm assembly.		

Comments:

Trainee Signature Statement:

“I have successfully completed all actions listed in this OJT. I feel competent and comfortable performing independently”

Trainee Printed Name	Signature	Date

Trainer Signature Statement:

“I have observed the Trainee listed above as successfully completing all actions listed in this OJT independently.”

Trainer Printed Name	Signature	Date

In order to complete training and qualification, Upload completed OJT to Master Control. Once uploaded, the Trainee and the Supervisor or designee must sign-off electronically in Master Control.