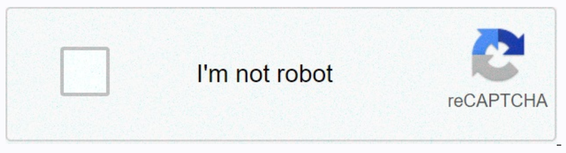
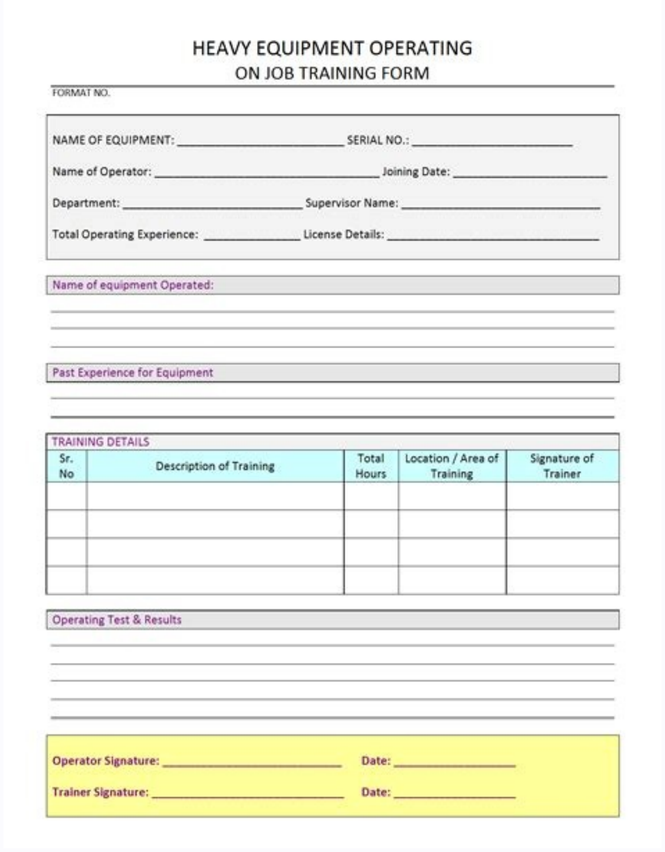


I'm not robot!

Machine operator training template

How to become a certified machine operator. Machine operator training record template. Machine operator training courses.



HEAVY EQUIPMENT OPERATING
ON JOB TRAINING FORM

FORMAT NO.

NAME OF EQUIPMENT: _____ SERIAL NO.: _____

Name of Operator: _____ Joining Date: _____

Department: _____ Supervisor Name: _____

Total Operating Experience: _____ License Details: _____

Name of equipment Operated:

Past Experience for Equipment

TRAINING DETAILS

Sr. No	Description of Training	Total Hours	Location / Area of Training	Signature of Trainer

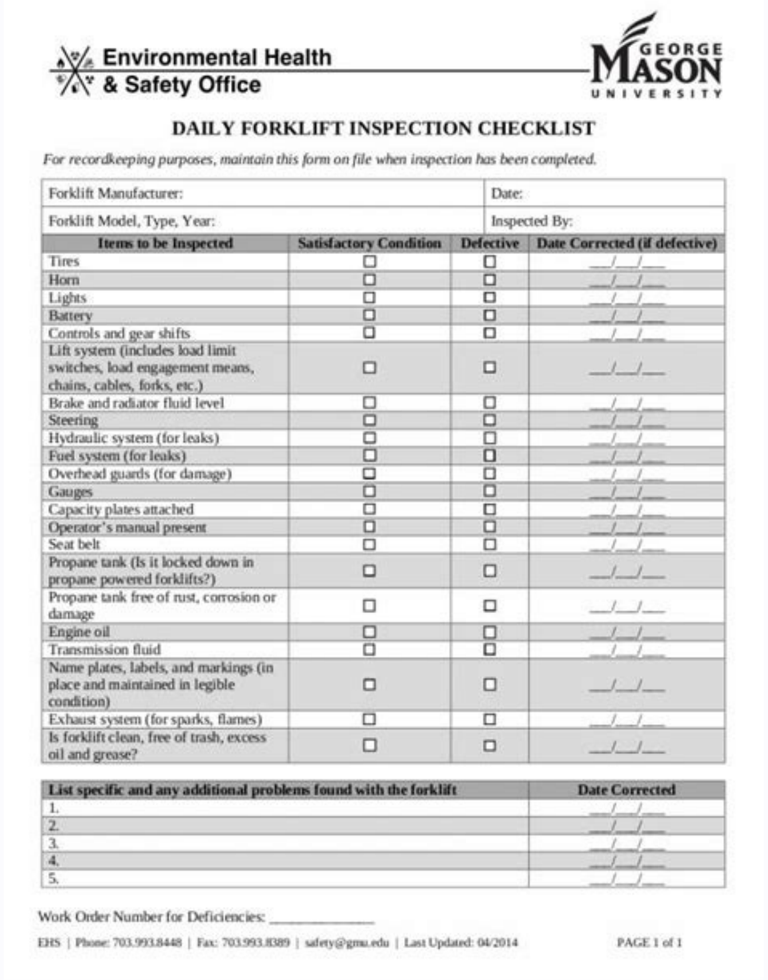
Operating Test & Results

Operator Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

What is cnc machine operator training. Training program for machine operator. Machine operator training plan template. How to get certified for machine operator.

Multi-Skill Training Services (MST) offers a custom operator training program that can help improve the overall quality of your operation. Our fully customizable machine-specific operator training is based individually upon the duties and tasks required of your unique operators. Contact Us Before we customize your basic machine operator training program, MST will visit your site to fully understand your operator training requirements. We then work within your own equipment manufacturers to help develop your custom operator training program and provide “train the trainer” sessions to help sustain the overall quality of the operator training program. As technology, equipment, processes, and materials constantly change, operators must also stay current. Companies can only grow when the operators grow their skill levels as well. Benefits of adding machine operator training for your employees include: Reduction in unscheduled downtime Less time needed for setups and changeovers Fewer non-maintenance service calls Reduced scrap rates Machine operator training can also help reduce turnover and the impact that high turnover rates have on your company.



Environmental Health & Safety Office

GEORGE MASON UNIVERSITY

DAILY FORKLIFT INSPECTION CHECKLIST

For recordkeeping purposes, maintain this form on file when inspection has been completed.

Forklift Manufacturer:		Date:	
Forklift Model, Type, Year:		Inspected By:	
Items to be Inspected	**Satisfactory Condition**	**Defective**	**Date Corrected (if defective)**
Tires	☐	☐	__/__/__
Horn	☐	☐	__/__/__
Lights	☐	☐	__/__/__
Battery	☐	☐	__/__/__
Controls and gear shifts	☐	☐	__/__/__
Lift system (includes load limit switches, load engagement means, chains, cables, forks, etc.)	☐	☐	__/__/__
Brake and radiator fluid level	☐	☐	__/__/__
Steering	☐	☐	__/__/__
Hydraulic system (for leaks)	☐	☐	__/__/__
Fuel system (for leaks)	☐	☐	__/__/__
Overhead guards (for damage)	☐	☐	__/__/__
Gauges	☐	☐	__/__/__
Capacity plates attached	☐	☐	__/__/__
Operator’s manual present	☐	☐	__/__/__
Seat belt	☐	☐	__/__/__
Propane tank (Is it locked down in propane powered forklifts?)	☐	☐	__/__/__
Propane tank free of rust, corrosion or damage	☐	☐	__/__/__
Engine oil	☐	☐	__/__/__
Transmission fluid	☐	☐	__/__/__
Name plates, labels, and markings (in place and maintained in legible condition)	☐	☐	__/__/__
Exhaust system (for sparks, flames)	☐	☐	__/__/__
Is forklift clean, free of trash, excess oil and grease?	☐	☐	__/__/__

List specific and any additional problems found with the forklift	**Date Corrected**
1.	__/__/__
2.	__/__/__
3.	__/__/__
4.	__/__/__
5.	__/__/__

Work Order Number for Deficiencies: _____

EHS | Phone: 703.993.8448 | Fax: 703.993.8389 | safety@gmu.edu | Last Updated: 04/2014 PAGE 1 of 1

MST offers a wide range of Industrial Maintenance Training Programs for your needs. To learn more about our industrial training services, you can schedule a free consultation call or contact us today. Identifies the required skill sets operators need to perform their job tasks. Also provides a training curriculum and testing criteria. Identifies the existing skill levels of each operator and the skill gaps. In addition, this assessment provides a foundation for each individual's training program. Addresses and implements the customized training classes based on the results of the assessments, with customized content and training simulators. Our Operator Training Program is custom built specifically for each individual client’s needs.

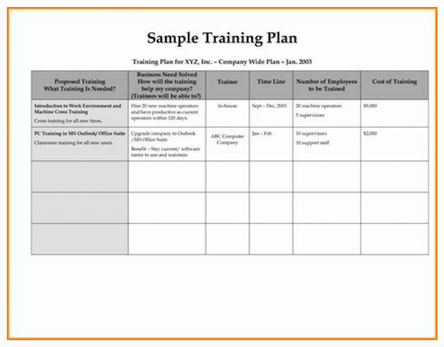
FOCUS ON PRACTICAL, JOB SPECIFIC SKILLS Instead of a generalized training approach, MST Services focuses on the actual skills that are truly needed for that specific job and client. MST Services Operator Training Program is made up of a thoroughly detailed 3-step process, which ensures the correct skills are identified and addressed for each individual operator. WE IMPLEMENT AND BUILD A TEAM WITH YOU We do not issue you a set of recommendations and then leave.

MST Services is not a consulting company. We are on-site training professionals, who will lead, develop and coach your team from start to finish, to assure our client’s get the greatest positive impact for their organization. Operators can be the difference maker in pushing your operation to higher productivity and lower downtime.

Operators need to understand how the machine works, along with the key components and their functions. Safety Operators should be aware of and understand the following: all safety warnings and notices, emergency stops and when to use them, lockout and tagout procedures, and any safety risks unique to that machine or process. Operator Interface Operators should understand not only where to access settings, but how to navigate the control panel or HMI screens to find or adjust all critical settings. Operators should learn the procedures for all routine cleaning and sanitation procedures. Basic Troubleshooting Operators can minimize downtime by understanding how to solve the most common and critical issues that occur. Preventive Maintenance Operators should understand all of the lubrication and other preventive maintenance procedures that must be performed, along with their frequency. How do you hire new operators at your facility? As part of the Job Task Analysis that is conducted for your plant, MST will provide an online entrance exam that can be used to test that applicants have the base skills and knowledge as required by your facility. Do you struggle with high turnover of operators? Having a structured training program for operators can minimize the costs as new operators are onboarded. New operators will more quickly learn the critical skills needed to be successful in the job and having been formally trained will be more likely to stay with the company. Let us design the perfect one for you. Multi-Skill Training Services, Inc. (MST) can enhance the performance of your industrial maintenance personnel by improving your maintenance employees’ technical skills through targeted training. Download a Blank Training Matrix Template forExcel | Microsoft Word | Google Docs | Google Sheets Download a Training Matrix Template with Sample Data forExcel | Microsoft Word | Google Docs | Google Sheets Use this simple training matrix template to track the qualifications and training status of each member of your team.

Customize the column names to match your organization’s specific skill or training needs, and then enter training levels, completion status, and any notes that will help you and your team members remain organized. A training matrix is a table that provides a simple overview of required professional development and training activities. Team leaders use the tool to remain organized and accountable for required education and training within your team and larger organization. A customizable training matrix template allows you to track items by job role or personnel, so you can see who needs updated training and when. Visit our page of training plan templates for more tools to use in developing your employee education and training program. Plus, use our ultimate guide to human resource portals to aid in employee training and development. Download a Cross-Training Matrix Template for Excel | Google Sheets Teams use cross-training programs to train employees to perform jobs and tasks outside of their common role. Use this cross-training matrix template to track specific skills and training courses needed to create a nimble and flexible workforce. Enter team member names, department roles, and level of training on each individual skill or job role. This cross-training matrix allows you to quickly sort and identify training needs across your organization. For more training and development tools, visit our guide to human resource management. Download a Construction Training Matrix Template for Excel | Google Sheets Use this customizable construction training matrix template to track competencies and training courses throughout your workforce. This template makes it easy to visualize who needs updated training and who is qualified to carry out different jobs in the office or on the jobsite. Enter and track training completion by name, job title, department, or any custom field you need. For more information and useful templates, visit our comprehensive roundup of human resources templates. Download a Health and Safety Training Matrix Template for Excel | Google Sheets Many industries require employees to complete regular health and safety training, and are accountable to oversight organizations. Use this health and safety training matrix to track and review all required training courses in your business or organization. This training matrix is designed to provide a full overview of your health and safety training program, and it allows you to filter your results by trainee, department, job role, completion status, and more criteria. A health and safety training matrix is a necessary foundation for reporting and accountability. Plus, a template keeps all your training program data in one place for quick and accurate report development and presentation. Visit our complete guide to employee onboarding for more valuable resources and information on training and onboarding from human resources experts.

Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there’s no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo Every manufacturing manager knows that finding and hiring experienced CNC machine operators in suitable numbers is nearly impossible. Consequently, companies are developing their own training methods to bring inexperienced people to a level at which they can be productive. My blended learning approach combines classroom instruction, on-the-job training and outside resources to address training needs.



Sample Training Plan

Training Plan for XYZ, Inc. – Company Wide Plan – Jan. 2003

Proposed Training What Training Is Needed?	Business Need Solved How will the training help my company? (Trainees will be able to?)	Trainer	Time Line	Number of Employees to be Trained	Cost of Training
Introduction to Work Environment and Machine Cross Training Cross training for all new hires.	How 20 new machine operators and have productive as current operators within 120 days.	In-house	Sept – Dec, 2003	20 machine operators 5 supervisors	$9,000
PC Training in MS Outlook/ Office Suite Classroom training for all new users.	Upgrade company to Outlook / MS Office Suite Benefit – Stay current/ software easier to use and maintain	ABC Computer Company	Jan – Feb	10 supervisors 10 support staff	$2,000

If you want to minimize the amount of time your experienced people spend preparing and delivering curriculum, use outside resources to provide a foundation for training while reserving in-house classroom and on-the-job training for company-specific issues. External resources related to manufacturing and CNC include online classes, self-study materials, training consultants, machine builders and local schools. An appropriate combination can help your new employees achieve a common base. With this foundation in place, you can customize internal training sessions to fill any gaps, addressing any additional skills that are required. Let’s look at how this can be achieved with a few skills that all new CNC machine operators require. Basic Machining Practices The basic machining practices a CNC machine operator must master include shop safety, shop math, blueprint reading, tolerance interpretation and measuring devices. These topics are commonly considered prerequisite to CNC training. External training resources typically begin with shop safety. There are many common dangers in machine shops, and external training can easily address them. But you probably know of several company-specific safety issues that must be addressed with your internal training. Consider, for instance, injuries that employees have suffered over the years. Develop curriculum for safety practices that, if followed, would have avoided them. Shop math is one topic that external training may adequately address on its own.

Your CNC machine operators must be able to repeatedly perform relatively simple arithmetic calculations without making any mistakes. There are many resources that teach blueprint reading. While blueprint reading basics are universal for topics like orthographic projection, kinds of views and line types, design engineers vary dramatically with how they describe and dimension workpieces. Be ready to modify external blueprint reading classes and/or add internal curriculum to address variations. Pay special attention to how your design engineers annotate their drawings with title block information, revision specifications and common notes/callouts. Consider any special vocabulary/lingo used to reference workpiece attributes. If you use process drawings and/or special documentation to isolate workpiece attributes being machined in a given operation, they are unique to your company and must be explained during internal training sessions. CNC machine operators must be able to take accurate measurements and determine whether measured attributes are within tolerance limits. When they are not, operators must know by how much to adjust CNC offsets. Most external training providers provide generic training that shows how to use certain variable gages, like calipers and micrometers. It is likely that your company utilizes many more variable gage types than those covered by external training. You also may use certain fixed gages that are unique to your company. This means you must add internal instruction and hands-on practice for those gage types that have not been addressed during external training but that your workers must regularly use. Eternal training will show how to interpret the three kinds of dimensional tolerances: 1) plus or minus a common value, 2) plus one value and minus another and 3) high/low limit specification. Your design engineers, however, probably focus on just one kind of dimensional tolerance specification. Limit tolerance interpretation exposure during external training to include only those kinds of tolerancing methods used in your company. Add internal curriculum to address any workpiece attributes that present uniquely troublesome measuring/adjustment issues. CNC-Related Instruction There are many external training sources that provide CNC-related instruction. However, almost every CNC feature can be used in a variety of ways. It is unlikely that all usage methods presented by external training courses will perfectly align with your company’s ways of doing things. This means that you will have to augment external training to include your company’s specific methods. As a common example, consider program-zero assignment, which specifies the program origin location to the CNC machine. This, in effect, marries the workholding setup to the CNC program. Common techniques for assigning program zero include using spindle probes, dial indicators, edge finders and aligning bars. In addition, some companies utilize qualified workholding devices and have altogether eliminated the need for program-zero assignment, meaning an operator need not be involved. While external training may include multiple ways of assigning program zero, your internal training and on-the-job practice must emphasize only those method(s) your company uses to assign program zero. Similar variations exist with other CNC features like tool-length compensation and cutter-radius compensation on mills or wear offsets and tool-nose radius compensation on lathes. In every case, you must supplement external training that covers these topics with internal training that is specific to your company. Companies today are expanding the role of teams in the workplace in an effort to empower employees and improve organizational effectiveness.

The more we try to work as a team, the more important it becomes to recognize that people exhibit different behavioral styles. Many machine shops, on occasion, have a need for welding. It may be for maintenance purposes, repair or to fill the odd contract. This story is a welding process primer for those shops whose main business isn't welding but need to know some basics. Once seen as a specialty machine tool, the CNC Swiss-type is increasingly being used in shops that are full of more conventional CNC machines. For the newcomer to Swiss-type machining, here is what the learning curve is like.