

Annexure - On Job Training Program for New Operator

Name of Shift Incharge : Ravi Nikam

Training Given on - 25/02/15

Name of Operator : Harinder Kumar

Section : Press Shop

Sr. No	Training Subject	Verification Done on -				Remarks
		Verification of effectiveness of training				
		Excellent (4)	Very Good (3)	Satisfactory (2)	Not Satisfactory (1)	
1	All Machine Control					NA
2	Loading / Unloading of Job			✓		
3	Control Plan / Work Instruction ( Reaction Plan , Corrective Action , Checking frequency etc )					NA
4	First Piece Approval ( FPA ) system					NA
5	Handling of Instrument / gages for checking of job					NA
6	Reaction plan when job is not OK					NA
7	Disposal of Non conforming Job					NA
8	Segregation of job and keeping record for segregation			✓		
9	Cleaning of Machine and Daily Check list of Machine			✓		
10	Need to wear defined PPE as per the defined requirement. (Safety helmet, safety google, hand gloves and safety shoes, Apron)			✓		
11	Before start the machine need to check that all machine safety device are in operational condition (Photo sensor, limit switch etc.)			✓		
12	Before start the work on machine ensure that all the machine guarding are at their place specially guard should be restore after Maintenance activity.			✓		
13	Ensure all material handling equipment should be in good working condition.			✓		
14	Ensure proper house keeping around the machine before and after completion of work.			✓		
15	Ensure all the emergency door of your respective should be free from any obstruction.			✓		
16	Ensure all the fire extinguishers are placed at their specified location.			✓		
17	Report immediately any kind of abnormality of respective machine to concern person as 1. If machine safety device is not working. 2. Fluctuation and malfunction of machine. 3. Heavy oil and water leakage.			✓		
18	Report the near miss observation of your respective department to concern person.			✓		
19	Special Characteristics/SC/CC.					NA
20	Safety Do's & Don't.			✓		

**Note :**

: S.I will tick appropriate column in " verification of effectiveness of training " after verification to find out the effectiveness of training .

: S.I will identify the further training on above mentioned subject if Trainee found " Not Satisfactory " during verification of effectiveness .

Remarks -

Harinder Kumar  
Signature  
Operator

25/02/15  
Ravi Nikam  
Signature  
Section Incharge

[Signature]  
Signature  
HR