# Manufacturing Operator Training Checklist

Onboarding & Training

| EMPLOYEE NAME | START DATE | MACHINE / PROCESS | DEPARTMENT | TRAINER |
|---|---|---|---|---|
| | ____ / ____ / _____ | | | |

## PRE-REQUISITES

- [ ] General site induction completed
- [ ] PPE requirements for this area understood
- [ ] Lockout/tagout training completed
- [ ] Quality policy and standards reviewed
- [ ] Relevant SOPs read and acknowledged
- [ ] Previous related machine experience noted

## EQUIPMENT SETUP

- [ ] Machine power-on and warm-up procedure
- [ ] Tooling and die changeover
  *If applicable*
- [ ] Material loading and feed setup
- [ ] Parameter entry and recipe selection
- [ ] First-article inspection process
- [ ] Start-up waste management

## OPERATION

- [ ] Normal operating procedure demonstrated
- [ ] Cycle monitoring and key parameters
- [ ] Material handling between operations
- [ ] Product labelling and tracking
- [ ] Batch and lot documentation
- [ ] End-of-run shutdown procedure

## QUALITY CONTROL

- [ ] In-process inspection points
- [ ] Measurement tools and gauges
- [ ] Tolerance limits and specifications
- [ ] Defect identification and segregation
- [ ] SPC charting
  *If applicable — control limits and reaction plan*
- [ ] Non-conformance reporting procedure

## SAFETY & EMERGENCY

- [ ] Machine guarding and interlocks
- [ ] Emergency stop locations and procedure
- [ ] Lockout/tagout on this specific machine
- [ ] Hazardous material handling
  *If applicable — coolants, solvents, dust*
- [ ] Noise exposure and hearing protection
- [ ] Ergonomic techniques for this station

## TROUBLESHOOTING

- [ ] Common fault codes and responses
- [ ] When to stop and escalate
- [ ] Basic maintenance tasks
  *Cleaning, lubrication, filter changes*
- [ ] Material jam clearance procedure
- [ ] Process deviation response
- [ ] Contact list for technical support

## COMPETENCY SIGN-OFF

Practical assessment date _____

Areas requiring further training

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Trainer signature _____

Production manager approval _____

**Notes**

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