

# Apprenticeship Program and On The Job Training Guidelines



The training criteria is divided into 3 categories; Job & Technical Standards, Training Process Documentation, and Training Verification/Records.

1. Answer the questions in each category.
  - If all listed requirements are met, put an "X" in the "YES" box.
  - If any requirement is missing, put an "X" in the "NO" box and list what is missing in the comment box.
2. For every "NO" answer, list what is missing in the "COMMENT" section.
3. Develop and execute a mitigation plan for the "NO" gaps in your on-the-job training  
(Note: TechSolve may be able to provide assistance/support)

*For questions, please contact:*

Vickie McMullen  
Email: [mcmullen@techsolve.org](mailto:mcmullen@techsolve.org)

# Machining

## General Requirements



### JOB & TECHNICAL STANDARDS

	YES	NO	COMMENTS
1.1 Have documented Work Instructions? a. Standard format used? b. Job performance requirements listed?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Have documentation of Training requirements? a. Standard format used? b. Technique requirements described? c. WI records maintained? (Change Mgmt)	<input type="checkbox"/>	<input type="checkbox"/>	

### TRAINING PROCESS & DOCUMENTATION

1.1 Have documented Training Instructions? a. Standard format used? b. Training fundamentals described?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Have documentation of Trainers qualifications? a. Standard format used? b. List of people, proficiencies and qualification dates? c. Training records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	

### TRAINING VERIFICATION & RECORDS

1.1 Have documented proof of Course Completion? a. Standard format used? b. Have standard verification methodology (test)?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Maintain records of successful course completions by person? a. Standard format used? b. Training records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	

#### \*SUGGESTED TECHNICAL TOPICS

- |  |                                     |
|--|-------------------------------------|
| 1. Practical Machining Principles for a Shop Application     | 8. Shop Floor Programming           |
| 2. Decision Tools for a Lean Machining Environment           | 9. CNC Programming                  |
| 3. Grinding Principles & Practices                           | 10. Tooling Application & Usage     |
| 4. High-Speed Machining                                      | 11. Part Prep                       |
| 5. Shop Floor Math   | 12. Quality Measurements & Controls |
| 6. Blue Print Reading & GD&T                                 | 13. Mfg Procedures                  |
| 7. Equipment Basics (Usage, Trouble-shooting, & Maintenance) | 14. Safety                          |