

02 – Training Records

Provides a means for:

- Keeping track of the QMS training requirements of employees
- Keeping track of the job criteria for all employees
- Managing the instructional and training programs used to ensure that employees comply with the job criteria
- Keeping track of the records used to verify that the criteria has been met

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01 - List of QMS Procedures

Procedure	Procedure Description	Process Group	Process Description
01-020	Quality System Communication	Process 01	Quality System Communication
01-030	Performance Metrics	Process 01	Quality System Communication
02-010	Document Controls	Process 02	Quality System Integrity
02-020	QMS Revisions	Process 02	Quality System Integrity
02-030	Management Review Meetings	Process 02	Quality System Integrity
02-040	Weekly Staff Meetings	Process 02	Quality System Integrity
03-010	Employee Policies	Process 03	Human Resources
03-020	Ethics	Process 03	Human Resources
03-030	Hiring and New Employee Orientation	Process 03	Human Resources
03-040	ISO9000 Concept Training	Process 03	Human Resources
03-050	Performance Management	Process 03	Human Resources
03-070	Training	Process 03	Human Resources
03-080	Employee Records	Process 03	Human Resources
03-090	Accident Investigation	Process 03	Human Resources
04-010	Measuring Devices	Process 04	Infrastructure
04-020	Qualifying Machinery	Process 04	Infrastructure
04-030	Communication System Maintenance	Process 04	Infrastructure
04-040	System Software Security	Process 04	Infrastructure
04-050	Plant and Machinery Maintenance	Process 04	Infrastructure
04-060	Tool Maintenance	Process 04	Infrastructure
04-070	Housekeeping	Process 04	Infrastructure

02 - Hourly Departments

0100	Stockroom
0200	Pattern Shop
0300	Tool Room
0400	Maintenance
0500	Foundry
0600	Machining - General
0610	Machining - Shafts
0620	Machining - Propellers
0700	Polishing
0800	Shipping
0900	Quality Control
1000	Production Control

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03 - Salary Departments

010	Administration
020	Human Resources
030	Information Technology
040	Sales and Marketing
050	Engineering
060	Purchasing
070	Finance
080	Production

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04 - Hourly Employees by Department

0100 Stockroom

Status: a = active
i = inactive

Clock No	First Name	Init.	Last Name	Job Title	Status
122	George	P	Dipple	Assistant Storekeeper	a
025	Allan	R	Smith	Storekeeper	a

The search feature makes it easy to recall and manage departmental rosters.

Record: 3 of 3

Record: 1 of 12

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05 - Salary Employees by Department

010 Administration

Status: a = active
i = inactive

Clock No	First Name	M. Initial	Last Name	Job Title	Status
598	John	L	Michaels	ISO Represaentive	a
101	Arnold	P	Simplex	President	a
798	Andria	P	Victoria	Executive Secretary	a
*					

Record: 3 of 3

Record: 1 of 8

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06 - QMS Training Requirements for Active Hourly Employees

288 Ronald Y Appleford Toolmaker

Status: a = training incomplete

	Procedure	Procedrue Description	Process	Process Description	Status
▶	03-010	Employee Policies	Process 03	Human Resources	
	03-030	Hiring and New Employee Orientation	Process 03	Human Resources	
	03-040	ISO9000 Concept Training	Process 03	Human Resources	
	05-030	ERP System Information	Process 05	Information Control	
	05-040	Le			
	09-010	C		in Control	
	09-020	Pr		in Control	
	10-030	In-process and final inspection	Process 10	Quality Control	
	10-040	Non-Conforming Product	Process 10	Quality Control	
	15-010	Internal Quality Audits	Process 15	Continual Improvement	
	15-020	Corrective and Preventive Action	Process 15	Continual Improvement	a
*					

The search feature makes it easy to recall the QMS training status of employees, and the combo box feature simplifies the management of the QMS training requirements.

Record: 1 of 11

Record: 1 of 41

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07 - QMS Training Requirements for Active Salary Employees

101 Arnold P Simplex President

Status: a = training incomplete

Procedure	QMS Procedure	Process	Process Description	Status
01-020	01-020 Quality Sytem Communication	Process 01	Quality System Communication	
02-020	02-020 QMS Revisions	Process 02	Quality System Integrity	
02-030	02-030 Management Review Meetings	Process 02	Quality System Integrity	
05-040	05-040 Labor Reporting	Process 05	Information Control	
06-030	06-030 Order Exceptions	Process 06	Planning	
06-040	06-040 Sales and Operations Meeting	Process 06	Planning	
15-030	15-030 Work Order Review	Process 15	Continual Improvement	
*				

Record: 1 of 7

Record: 1 of 23



08 - Hourly Job Criteria and Optional Training

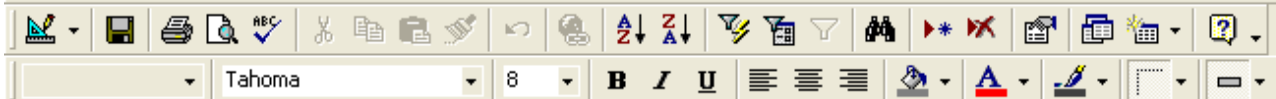
Status: N = No action required. Verification on file.
 C = Action completed
 A = Action assigned but not completed
 R = Action required
 O = Optional training for career improvement

025 Allan R Smith Storekeeper a

▶	Status	Job Criteria:	Must be capable of using all of the basic measuring devices used to qualify incoming goods, including micrometers, gages, and indicators.
	<input type="text" value="N"/>	Findings:	His on-the-job performance has demonstrated a mastery of the necessary skills.
	Recommended Action:		None
	Status	Job Criteria:	Must understand the company inventory control procedures.
	<input type="text" value="N"/>	Findings:	His on-the-job performance has demonstrated a mastery of the necessary skills.
	Recommended Action:		None
*	Status	Job Criteria:	
	<input type="text"/>	Findings:	
	Recommended Action:		

Record: [Navigation icons] 1 of 2

Record: [Navigation icons] 1 of 41



09 - Salary Job Criteria and Optional Training

Status: N = No action required. Verification on file.
 C = Action completed
 A = Action assigned but not completed
 R = Action required but not assigned
 O = Optional training for career improvement

101 Arnold P Simplex President a

▶	Status	Job Criteria:	MBA from an accredited university
	<input type="text" value="N"/>	Findings:	MBA Diploma from Northwestern University on file
	Recommended Action:		None
	Status	Job Criteria:	Five years of experience in manufacturing management and five years of executive management in a metalworking environment.
	<input type="text" value="N"/>	Findings:	Confirmed employment as plant manager for 6 yrs at Federal Manufacturing and 8 yrs as Sales Technical at Target Components. Phone conversation are doc
	Recommended Action:		None
	Status	Job Criteria:	Must have formal leadership training
	<input type="text" value="A"/>	Findings:	No evidence of formal leadership training.
	Recommended Action:		Scheduled for leadership training class conducted by Martz Associated. 3 day class is scheduled to start 7-15-06
	Status	Job Criteria:	Basic Microsoft skills, including Word, Excel, Access, and PowerPoint.
	<input type="text" value="N"/>	Findings:	Has demonstrated skill with all of these programs. Note has been placed in personnel file.
	Recommended Action:		None
*	Status	Job Criteria:	<input type="text"/>
	<input type="text"/>	Findings:	<input type="text"/>
	Recommended Action:		<input type="text"/>

Record: [Navigation icons] 1 of 4

Record: [Navigation icons] 1 of 23

01 - QMS Procedures

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- Process 01 Quality System Communication**
 - 01-030 Performance Metrics
 - 01-020 Quality Sytem Communication
- Process 02 Quality System Integrity**
 - 02-010 Document Controls
 - 02-020 QMS Revisions
 - 02-030 Management Review Meetings
 - 02-040 Weekly Staff Meetings
- Process 03 Human Resources**
 - 03-050 Performance Management
 - 03-090 Accident Investigation
 - 03-070 Training
 - 03-040 ISO 9000 Concept Training
 - 03-030 Hiring and New Employee Orientation
 - 03-020 Ethics
 - 03-010 Employee Policies
 - 03-080 Employee Records
- Process 04 Infrastructure**
 - 04-070 Housekeeping
 - 04-010 Measuring Devices
 - 04-020 Qualifying Machinery
 - 04-030 Communication System Maintenance
 - 04-040 System Software Security
 - 04-050 Plant and Machinery Maintenance

02 - Departments - Operations

Monday, October 02, 2006

- 0100 Stockroom
- 0200 Pattern Shop
- 0300 Tool Room
- 0400 Maintenance
- 0500 Foundry
- 0600 Machining - General
- 0610 Machining - Shafts
- 0620 Machining - Propellers
- 0700 Polishing
- 0800 Shipping
- 0900 Quality Control
- 1000 Production Control

03 - Departments - Administration

Monday, October 02, 2006

- 010 Administration
- 020 Human Resources
- 030 Information Technology
- 040 Sales and Marketing
- 050 Engineering
- 060 Purchasing
- 070 Finance
- 080 Production

04 - Active Hourly Employee Roster

Monday, October 02, 2006

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Clock No	Employee
0100 Stockroom	
122	George P Dipple, Assistant Storekeeper
025	Allan R Smith, Storekeeper
0200 Pattern Shop	
833	Aaron K Hoover, Patternmaker
635	Herman L Miller, Leader - Pattern Shop
045	Darryl J Simpson, Patternmaker
0300 Tool Room	
288	Ronald Y Appleford, Toolmaker
369	John L Lewiston, Toolmaker - Leader
774	Jessie Pearson, Toolmaker - apprentice
0400 Maintenance	
654	Donald O Fisher, Maintenceman - Leader
352	Charles C Keating, Welder
697	David M Pearson, Maintenceman
119	Peter D Riggs, Electrician
0500 Foundry	
323	Boyle E Endicotte, Foundry Leader
065	Andrew K Garver, Grinder
566	James L Kampa, Molder
963	Perry J Nichols, Grinder - apprentice
806	James P Orth, Molder

05 - Active Salary Employee Roster

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Clock No.	Employee
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010 Administration

598	John L Michaels, ISO Represaeptive
101	Arnold P Simplex, President
798	Andria P Victoria, Executive Secretary

020 Human Resources

667	BettyF Bengal, Hunan Resource Manger
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030 Information Technology

744	Clark G Cooper, IT Manager
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040 Sales and Marketing

166	Fredrick I Douglas, Technical Sales
556	TerryD Haggarty, VP Sales and Marketing
261	Mark L Longworthy, Customer Service Manager
133	Alice P Noffzinger, Customer Service
143	Gerry V Ostrowski, Technical Sales

050 Engineering

365	Laverance L Campbell, Engineer
993	Michael H Malone, VP Engineering
124	Bernard D Roling, Designer
149	Jerome S Staple, Engineer

060 Purchasing

369	GaryL Bryant, Purchasing Manager
557	Denise P VanDerworp, MRO Buyer

06 - QMS Training Requirements

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Active Hourly Employees

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03-040 ISO9000 Concept Training

633 James S Delsing, Machinist - apprentice
122 George P Dipple, Assistant Storekeeper
833 Aaron K Hoover, Patternmaker
552 Albert L Kaline, Machinist
963 Perry J Nichols, Grinder - apprentice
361 Micheal M Panerites, Machinist
774 Jessie Pearson, Toolmaker - apprentice
697 Douglas V Roberts, Machinist
145 Allan P Trammel, Machinist - apprentice

05-040 Labor Reporting

633 James S Delsing, Machinist - apprentice
551 Osker O Herenes, Machinist
959 Diane C Lutz, Machinist - apprentice
737 Roger P Monroe, Machinist
963 Perry J Nichols, Grinder - apprentice
145 Allan P Trammel, Machinist - apprentice

13-020 Move Transactions

122 George P Dipple, Assistant Storekeeper

13-030 Inventory Transactions

122 George P Dipple, Assistant Storekeeper

15-010 Internal Quality Audits

369 Walter D Dropo, Machinist - Leader
065 AndrewK Garver, Grinder

07 - QMS Training Requirements

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Active Salary Employees

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03-040 ISO9000 Concept Training

336 Georgia N Commons, Accounts Receivable
744 Clark G Cooper, IT Manager
261 Mark L Longworthy, Customer Service Manager
124 Bernard D Roling, Designer
557 Denise P VanDerworp, MRO Buyer

05-020 Document Retention

166 Fredrick I Douglas, Technical Sales
993 Michael H Malone, VP Engineering
143 Gerry V Ostrowski, Technical Sales
149 Jerome S Staple, Engineer

05-030 ERP System Information

691 Gerry K Smetting, VP Production

13-030 Inventory Transactions

556 Terry D Haggarty, VP Sales and Marketing

13-040 Consignment Goods

143 Gerry V Ostrowski, Technical Sales

13-060 Cycle Counting

557 Denise P VanDerworp, MRO Buyer

14-030 Product Development

124 Bernard D Roling, Designer

15-010 Internal Quality Audits

667 Betty F Bengal, Human Resource Manager
261 Mark L Longworthy, Customer Service Manager

08 - Required Job Related Training - Hourly Employees

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122 George P Dipple, Assistant Storekeeper

Job Criteria: Must understand the company inventory control procedures.

Status: New to the job and does not fully understand the inventory control procedures. Employee is on probation.

Recommended Action: The Purchasing Manager is scheduled to conduct 20 hours of on the job inventory control training starting 5-10-06. Failure to demonstrate mastery will result in termination or possible reassignment.

Job Criteria: Must be capable of using all of the basic measuring devices used to qualify incoming goods, including micrometers, gages, and indicators.

Status: New to the job and has yet to demonstrate mastery of the measuring devices necessary to qualify products received from vendors.

Recommended Action: The storekeeper has begun the process of training employee on the use of the measuring devices. Failure to demonstrate mastery will result in termination or possible reassignment.

369 John L Lewiston, Toolmaker - Leader

Job Criteria: Must have formal leadership training.

Status: No record of formal leadership training.

Recommended Action: Is scheduled to attend a 5 day leadership training class starting 5-25-06.

09 - Required Job Related Training - Salary Employees

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742 Robert C LeCroix, Hight Shift Supervisor

Job Criteria: Must have formal supervisor training.

.Status: Has leadership training certificate on record but there is no record of supervisor training.

Recommended Action: Scheduled to attend a 5 day supervisor training program starting 6-02-06.

598 John L Michaels, ISO Represantive

Job Criteria: Must be a certified Internal Auditor

.Status: Has not been trained.

Recommended Action: He is scheduled for a five day lead auditor training class, which starts 07-02-06.

133 Alice P Hoffzinger, Customer Service

Job Criteria: Must have formal customer service training.

.Status: Currently attending 5 day seminar on customer service.

Recommended Action: Complete seminar.

143 Gerry V Ostrowski, Technical Sales

Job Criteria: Must have an undergraduate degree in engineering from an accredited university.

.Status: Within on semester of completing his BS degree in mechanical engineering from University of North Wilmington University.

Recommended Action: Complete current program. Expected to finish in May 2007.

101 Arnold P Simplex, President

Job Criteria: Must have formal leadership training

.Status: No evidence of formal leadership training.

Recommended Action: Scheduled for leadership training class conducted by Martz Associated. 3 day class is scheduled to start 7-15-06

10 - Optional Training - Hourly Employees

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654 Donald O Fisher, Maintenceman - Leader

Currently working toward his BS in Business Administration at UNC Wilmington. Company paying for 50% of tuition providing GPA remains above 2.5.

065 Andrew K Garver, Grinder

Currently working on an associate degree in computer design at Trenton JC. Company paying 50% tuition providing GPA remains above 2.5.

048 Geoffrey P Keating, Shipper

Currently attending toolmaking classes at Vocational Tech. Company paying 50 % of tuition for all passing grades.

11 - Optional Training - Active Salary Employees

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369 Gary L Bryant, Purchasing Manager

Scheduled to attend 5 day seminar on Access programming starting 7-15-06.

656 Patricia L Dockington, Accounts Payable

Currently working on associate degree in manufacturing management. Company providing 50% of tuition providing GPA remains above 2.5.

556 Terry D Haggarty, VP Sales and Marketing

Complete current graduate degree program. Target completion date of 12-06

993 Michael H Malone, VP Engineering

Scheduled to attend a 5 day Leadership Training Seminar starting 6-13-06. Company paying for the cost of the program.

124 Bernard D Roling, Designer

Currently working on BS degree in Computer Science and UNC Wilmington. The company is paying 50% of the tuition providing GPA remains above 2.5.