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Original Date Issued:	7-11-94	Document Number:	TRN-SOP-01
Revision Date:	12/13/04	Revision Letter:	P
Department Approval:	Kendra O'Brien	Page:	1 of 4
QSC Approval:	Frank L. Shetterly	Approval Date:	12/13/04

Training

1.0 Purpose

This procedure identifies MTM's system to provide the training resources necessary to enable employees to obtain the skills needed to perform their jobs.

2.0 Scope

This procedure identifies the steps used to develop, identify and implement a training program at MTM.

3.0 Reference Documents

- [TRN-WI-002](#), Scheduling Training and Maintaining Records;
- [TRN-WI-004](#), Performance Evaluation System;
- [TRN-WI-005](#), Skills Classification System;
- [TRN001](#), Training Record;
- [TRN003](#), Training Schedule Request;
- [TRN004](#), Training Evaluation;
- TRN031, Procedure and Work Instruction Training Record;
- [MTM-NQM-CVR](#), ASME Nuclear Quality Assurance Manual;
- [MTM-QAM-01](#), Major Tool & Machine, Inc., Quality Assurance Manual.

4.0 Definitions

- **Management** – The term management is used to refer to Executive Staff, department managers, and CFT Leaders.
- **Quality System Training Database** – A program used to catalog training requirements for specific positions within the organization.
- **Shop Hourly Positions** – such positions include: diemaker, machinist, maintenance, inspector, NDT technician, tool engineer, toolmaker, welder, TMC Programmer, TMC Operator, rolling technician, tool and cutter grinder, tool technician, press operator, inventory control, material handler, painter, sandblast operator, saw operator, tool control clerk, truck driver, janitor, receiving clerk, shipper, and tool crib attendant.
- **Skills Classification Booklets** – documents used to record an individual employee's qualifications compared to the requirements of the position held by the individual, method used to acquire each skill item, date of determination of skill acquisition for each item, and method used to assess skill acquisition in that area.
- **Skills Classification System** – a system which documents the training, experience, and qualifications necessary for each shop hourly position, the method(s) used to verify whether an individual employee possesses these skills, and the method(s) used to acquire these skills.

5.0 Procedure

5.1 Identify Training Needs

Upon hire and upon job transfer, an employee's abilities to perform job tasks are reviewed by his department manager and/or team leader with facilitation from Human Resources personnel.

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Training necessary to enable the employee to meet the requirements of his job responsibilities is identified via this review per [TRN-WI-002](#), [TRN-WI-004](#), and [TRN-WI-005](#).

5.1.1 All personnel, upon hire and upon job transfer, shall review the standard operating procedures and work instructions specific to their assigned position. Procedures and work instructions specific to job positions should be recorded in the Quality System Training Database maintained by the VP Human Resources.

5.1.2 As a minimum, department managers or team leaders shall review skills classification booklets for their respective shop hourly employees on a semi-annual basis per [TRN-WI-005](#). Each shop hourly employee's skills and qualifications are evaluated by his department manager or team leader as appropriate using the skills classification booklet.

5.1.3 All employees will be evaluated at least annually by their manager or team leader using the performance evaluation system per [TRN-WI-004](#).

5.2 Training Coordination

Per the formal training needs identified by team leaders, department managers and Executive Staff, Human Resources shall coordinate specific in-house training for skill and knowledge enhancement.

If remedial training is identified as necessary through performance evaluations, the appropriate training shall be determined by the employee's manager and requested per [TRN-WI-002](#).

5.3 Schedule Training

Employees request to schedule training (both on-site and off-site) by completing form [TRN003](#) with management approval and submit it to the Training Coordinator per [TRN-WI-002](#).

The Training Coordinator obtains written approval for the training request from the President or VP Human Resources and files the approved form per this procedure. Any concerns with the submitted training request are reviewed with the requester by Human Resources.

5.3.1 For off-site training, training registration papers shall accompany form [TRN003](#). The Training Coordinator completes course registration and initiates arrangements for travel plans, if necessary.

5.3.2 For on-site training, a detailed agenda shall accompany form [TRN003](#). This agenda shall be developed by the employee responsible for planning and organizing the training with the assistance of the designated instructor. The Training Coordinator shall review the agenda prior to training to verify completeness. Any concerns with the submitted agenda will be reviewed with the preparer by Human Resources.

5.3.3 The Training Coordinator shall notify the training participants either directly or through their department managers or team leaders to confirm the participants' required attendance.

5.4 Execute and Evaluate Training

Over the course of the year, department managers and team leaders will execute the planned training and provide supplementary formal or on-the-job training based on the following:

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- New hire interviews and orientation;
- Resumes, applications and credentials;
- Promotions and transfers;
- Employee performance evaluations;
- Skill classification assessment;
- Training effectiveness;
- Non-conformances and audit results;
- Customer requirements;
- Changing objectives, requirements, methods or technologies;
- Training records.

5.4.1 On-the-job training such as work performance improvements shall be directed by department managers or team leaders as deemed necessary and need not be documented.

5.4.2 The VP Human Resources shall monitor the effectiveness of the training system by analyzing data in the nonconformance system to establish trends in nonconformances with training root causes.

5.5 Records

Records of training shall be forwarded to Human Resources personnel for retention. Training records include the following:

- Training Record, [TRN001](#);
- Training Schedule Request, [TRN003](#);
- Training Evaluation, [TRN004](#);
- Training aids (overheads, transparencies, handouts);
- Resumes, applications and credentials;
- Employee Performance Evaluations;
- Skill Classification Booklets;
- Tests and certifications;
- Procedure and Work Instruction Training Record, TRN031.

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6.0 Procedural Flowchart

Ref. No.	Task	Overall Responsibility	Task Responsibility	Instructions & Forms
5.1	Identify Training Needs	VP Human Resources	Dept. Managers; Team Leaders; Human Resources	TRN-WI-004 ; TRN-WI-005
5.2	Training Coordination	VP Human Resources	Dept. Managers; Exec. Staff; Human Resources	
5.3	Schedule Training	VP Human Resources.	Dept. Managers; Human Resources	TRN003 ; TRN-WI-002
5.4	Execute and Evaluate Training	VP Human Resources.	Dept. Managers; Team Leaders	
5.5	Records	VP Human Resources.	Human Resources	TRN001 ; TRN003 ; TRN004 ; TRN031