

This document is controlled by user verification of revision level against the electronic, read-only version in the G:\QASYSTEM network directory prior to use. Destroy printed copy after use or if the revision level of this printed document is different from the controlled document revision level.

Revision Level:	B	Document Number:	TRN-WI-005
Revision/Issue Date:	12/12/03	Department Approval:	Kendra O'Brien

Skills Classification System

1.0 Purpose

The skills classification system provides specific skills required to attain designated performance levels and also identifies corresponding wage levels. Skills classification is used to assess competency of the employee compared to standards established for the position held, identify training needs, develop future goals and expectations of skill, and provide feedback to the employee. This applies to all shop hourly positions and the employees assigned to those positions.

2.0 Scope

This instruction includes performance of skills assessments, skills classifications, skills assessment schedule, skills classification booklets, and recordkeeping.

3.0 Reference Documents

- MTM-NQM-CVR, ASME Nuclear Quality Assurance Manual;
- MTM-QAM-01, Major Tool & Machine, Inc., Quality Assurance Manual.

4.0 Definitions

5.0 Instructions

5.1 Performance of Skills Assessments

Team leaders and department managers should conduct skill assessments and provide wage increase information to employees in a timely manner. Human Resources shall ensure that administrative tasks are completed on schedule to allow skill assessments and wage increases to be administered according to schedule.

5.2 Skills Classifications

Employees holding positions outlined below shall be considered part of the skills classification system and subject to the following procedures for skill assessment.

- **Skill Level: 4**
Assembler, Diemaker, Machinist, Maintenance, Quality, Tool Engineer, Toolmaker, Welder
- **Skill Level: 3**
TMC Programmer/Operator, Assembler, Diemaker, Machinist, Maintenance, Quality, Rolling Technician, Tool Cutter Grinder, Tool Technician, Toolmaker, Welder
- **Skill Level: 2**
TMC Operator, Assembler, Diesetter/Press Operator, Inventory Control, Machinist, Maintenance, Maintenance Administrator, Material Handler, Painter, Quality, Rolling Technician, Sandblast Operator, Saw Operator, Tool Control Clerk, Tool Room Technician, Toolmaker, Truck Driver, Welder

This document is controlled by user verification of revision level against the electronic, read-only version in the G:\QASYSTEM network directory prior to use. Destroy printed copy after use or if the revision level of this printed document is different from the controlled document revision level.

Revision Level:	B	Document Number:	TRN-WI-005
Revision/Issue Date:	12/12/03	Department Approval:	Kendra O'Brien

- **Skill Level: 1**
Assembler, General Maintenance, Janitor, Inventory Control, Machinist, Maintenance Administrator, Material Handler, Quality, Receiving Clerk, Sandblast Operator, Saw Operator, Shipper, Tool Crib Attendant, Welder

5.3 Skills Assessment Schedule

Skill assessment shall be conducted on a semi-annual basis for employees holding positions included in the skills classification system. Skill assessment is to be conducted by the end of the month in which the assessment is scheduled, June and December.

5.4 Skills Classification Booklets

Skills Classification Booklets shall be developed for each position identified above and for each skill level applicable to the position.

Each skill line item identified should have a recommended method(s) of training for acquisition of a skill, and method(s) of verification for that line item.

Skill requirement line items should be identified by experienced personnel supervising these positions with input from employees performing these duties. The following categories should be considered when identifying line items:

- general
- special techniques and capabilities
- quality assurance standards
- certified operator training

The line items are to represent the skills or knowledge necessary to perform specific duties of the position.

5.4.1 Skills Acquisition Recording

Individual employee's booklets will be used to record the employee's method of acquisition of a skill line item, method of verification of the skill, the date of when the skill is recognized as being demonstrated, and the initials of the team leader verifying skill attainment.

Skills not identified as acquired are to be considered areas requiring training, in order to be considered for employee advancement in the position.

5.5 Records

Master copies of skills booklets shall be returned to and maintained by Human Resources personnel.