

SKILL LEVELS SUMMARY

NAME: Cary Weaver

	TOTAL PTS	PERCENTILE	Track	PROFICIENCY
LEVEL I	50	100%	-----	MG 12/30/99
LEVEL II	115	90%	8	CM 6/19/00
LEVEL III	46	74%	8	
			12	CM 6/22/04
			6	
			12	
			0	
LEVEL IV	78	67%	15	0
			15	
			12	
			0	

LAST UPDATED:



## QUALITY SKILLS CLASSIFICATIONS

**Acquired training verification (MOT and MOV) and Training Completed** approval must be completed by Team Leader or other approved trainer with initials and date

**Proficiency Approval** must be completed by Team Leader or Manager with initials and date

For **Approval of FTC/ST methods of training**, documentation of a grade of C or better (or it's equivalent per instructor scoring) is required for verification

### Method of Training

OJT = On-the-job training

FTC = Formal training -(classroom)

ST = Self-tutorial

PJE = Previous job experience

### Method of Verification

OJO = On-the-job observation

PT = Physical test (work sampling)

WT = Written test

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CRT = Certification

### QUALITY SKILL LEVEL 1

<u>Weight</u>	<u>Recommended</u>		<u>Acquired</u>		<u>Training Completed</u> <u>Initials/Date</u>	<u>Proficiency Approval</u> <u>Initials/Date</u>	<b>MINIMUM REQUIREMENTS / RESPONSIBILITIES</b>
	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>			
						MG 12/30/99	High school graduate or equivalent
							<b>COMMUNICATION AND INTERPERSONAL SKILLS</b>
1	FTC	OJO	PJE	OJO		MG 12/30/99	1. Communicates with co-workers and team leader to receive instructions and coordinate activities
1	OJT	OJO	PJE	OJO		MG 12/30/99	2. Follows written and verbal instructions
							3. Understands how to read router, PDL or other MTM shop technical communications
1	OJT	OJO	PJE	OJO		MG 12/30/99	<b>SPECIALIST TRAINING REQUIREMENTS</b>
							<b>BLUEPRINT READING - Basic (Classroom)</b>
3	PJE/OJT	OJO/CRT	FTO	OJO		MG 12/30/99	<b>USE OF MEASURING/INSPECTION EQUIPMENT</b>
2	OJT	OJO	PJE	OJO		MG 12/30/99	1. Choosing appropriate gages
3	OJT	OJO	PJE	OJO		MG 12/30/99	2. Inspection methods
1	OJT	OJO	PJE	OJO		MG 12/30/99	3. Scales, i.e., 1/2, 1/16, 1/32, 1/64, 1/10, 1/100
2	OJT	OJO	PJE	OJO		MG 12/30/99	4. O.D. micrometers
2	OJT	OJO	PJE	OJO		MG 12/30/99	5. I.D. micrometers
2	OJT	OJO	PJE	OJO		MG 12/30/99	6. Depth micrometers
2	OJT	OJO	PJE	OJO		MG 12/30/99	7. Vernier scale, i.e., vernier calipers, height gage
2	OJT	OJO	PJE	OJO		MG 12/30/99	8. Dial indicators
1	OJT	OJO	PJE	OJO		MG 12/30/99	9. Plug gages (go, no go)
1	OJT	OJO	PJE	OJO		MG 12/30/99	10. Gage pins
2	OJT	OJO	PJE	OJO		MG 12/30/99	11. Thread gages (go, no go)
1	OJT	OJO	PJE	OJO		MG 12/30/99	12. Radius gages
1	OJT	OJO	PJE	OJO		MG 12/30/99	13. Protractor



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	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>		
2	OJT	OJO	PJE	OJO		MG 12/30/99 14. Gage blocks
3	OJT	OJO	PJE	OJO		MG 12/30/99 15. Standards (surface finish gage)
3	OJT	OJO	PJE	OJO		MG 12/30/99 16. Basic surface plate inspection
<b>SHOP MATH</b>						
3	FTC	WT	FTO	WT		MG 12/30/99 1. Arithmetic-fractions
2	FTC	WT	FTO	WT		MG 12/30/99 2. Mixed numbers
2	FTC	WT	FTO	WT		MG 12/30/99 3. Decimals and related conversions
2	FTC	WT	FTO	WT		MG 12/30/99 4. Definitions
2	FTC	WT	FTO	WT		MG 12/30/99 5. Metric conversions
3	FTC	WT	FTO	WT		MG 12/30/99 6. Basic trigonometry
50						

### PROFICIENCY Level 1

MG 12/30/99 Has developed a complete mastery of Level 1 skills. Exhibits the motivation to use those skills efficiently and work with a sense of urgency. Demonstrates behaviors which are consistent with work team concepts. Consistently displays a high degree of quality in workmanship and a high level of output.



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### QUALITY SKILL LEVEL 2

<u>Weight</u>	<u>Recommended</u>		<u>Acquired</u>		<u>Training Completed</u> <u>Initials/Date</u>	<u>Proficiency Approval</u> <u>Initials/Date</u>	<b>MINIMUM REQUIREMENTS / RESPONSIBILITIES</b>
	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>			
						MG 12/30/99	2 years experience or formal training or complete quality training program and 1 year Quality experience
						MG 12/30/99	Complete Quality Training Matrix
						MG 12/30/99	Provide training, instructions & direction for Quality Skill Level 1 & new employees
						MG 12/30/99	Technical competency, proficiency and quality review of Quality Skill Level 1 skills
							<b>COMMUNICATION AND INTERPERSONAL SKILLS</b>
						MG 12/30/99	1. Has a basic understanding of trade-related technical documents
						MG 12/30/99	2. Communicates basic technical information effectively
							<b>SPECIALIST TRAINING REQUIREMENTS</b>
							<b>BLUEPRINT READING (Classroom)</b>
						MG 12/30/99	1. Understands basic GD&T principles
						MG 12/30/99	2. Sectional views
						MG 12/30/99	3. Blueprint zones
						MG 12/30/99	4. Multi-view projections
						MG 12/30/99	5. Geometric characteristic symbols
						MG 12/30/99	6. Surface finish symbols and numbers
						MG 12/30/99	7. Reading blueprint notes
						MG 12/30/99	8. Metric prints/dimensions
						MG 12/30/99	9. Print styles (ABB, GE, Westinghouse, etc.)
						MG 12/30/99	10. Revisions
2	OJT	OJO	PJE	OJO			
2	OJT	OJO	PJE	OJO			
3	FTC	WT	FTO	OJO			
2	FTC/OJT	OJO	FTO	OJO			
2	FTC/OJT	OJO	FTO	OJO			
2	FTC/OJT	OJO	FTO	OJO			
3	FTC/OJT	OJO	FTO	OJO			
2	FTC/OJT	OJO	ST	OJO			
2	FTC/OJT	OJO	PJE	OJO			
2	FTC/OJT	OJO	PJE	OJO			
2	FTC/OJT	OJO	OJT	OJO			
2	FTC/OJT	OJO	PJE	OJO			



*Major*  
Tool & Machine, Inc.

## QUALITY SKILLS CLASSIFICATIONS

<u>Weight</u>	<u>Recommended</u>		<u>Acquired</u>		<u>Training Completed</u> <u>Initials/Date</u>	<u>Proficiency Approval</u> <u>Initials/Date</u>	
	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>			
1	FTC/OJT	OJO	PJE	OJO		MG 12/30/99	11. Bills of material
							<b>SHOP MATH (Classroom)</b>
2	FTC	WT	FTO	WT		MG 12/30/99	1. Algebra-algebraic rules
3	FTC	WT	FTO	WT		MG 12/30/99	2. Equations and symbols
2	FTC	WT	FTO	WT		MG 12/30/99	3. Geometry-axioms
2	FTC	WT	FTO	WT		MG 12/30/99	4. Definitions
							<b>QUALITY CONCEPTS</b>
2	PJE/OJT	CRT/OJO	OJT	OJO		MG 12/30/99	1. Basic theory
2	FTC/OJT	OJO	OJT	OJO		MG 12/30/99	2. C.A.R. system
2	OJT	OJO	OJT	OJO		MG 12/30/99	3. Quality manual (how to use and look up information)
							<b>RECEIVING INSPECTION</b>
2	OJT	OJO	OJT	OJO		MG 12/30/99	1. Knowledge of documentation required at receiving
							<b>MEASUREMENT/GAGING</b>
3	FTO/OJT	OJO	PJE	OJO		CM 12/18/00	1. Dial bore gages
2	FTO/OJT	OJO	PJE	OJO		CM 12/18/00	2. Telescoping gages
1	FTO/OJT	OJO	PJE	OJO		CM 12/18/00	3. Hole gages
2	FTO/OJT	OJO	PJE	OJO		CM 12/18/00	4. Increment reading std. rule (10% of tolerance)
							<b>IN-PROCESS INSPECTION</b>
3	OJT	OJO	OJT	OJO		MG 12/30/99	1. Understanding of MTM machines (milling, turning)
2	OJT	OJO	OJT	OJO		MG 12/30/99	2. Understanding of inspection techniques
							<b>STATISTICAL PROCESS CONTROL</b>
2	FTO/FTC	RT/WT/OJ	PJE	WT		MG 12/30/99	1. Basic concepts (when & why would you use)
							<b>CUSTOMER SPECIFICATIONS</b>
							Know/understand standard customer specifications:
3	PJE/OJT	CRT/OJO	OJT	OJO		MG 12/30/99	1. Drawing interpretation
3	PJE/OJT	CRT/OJO	OJT	OJO		MG 12/30/99	2. Machining tolerances
2	PJE/OJT	CRT/OJO	OJT	OJO		MG 12/30/99	3. Welding
2	PJE/OJT	OJO	OJT	OJO		MG 12/30/99	4. Know how to look up specification



## QUALITY SKILLS CLASSIFICATIONS

Weight	<u>Recommended</u>		<u>Acquired</u>		Training Completed <u>Initials/Date</u>	Proficiency Approval <u>Initials/Date</u>
	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>		
3	OJT		OJT	OJO		MG 12/30/99
3	OJT		OJT	OJO		MG 12/30/99
2	OJT		OJT	OJO		MG 12/30/99
2	PJE/OJT	OJO	PJE	OJO		MG 12/30/99
2	PJE/OJT	OJO	PJE	OJO		MG 12/30/99
2	PJE/OJT	OJO	PJE	OJO		MG 12/30/99
2	PJE/OJT	OJO	PJE	OJO		MG 12/30/99
<b>DATA PACKAGES</b>						
1. Basic data packages format						
2. Able to complete Certificate of Conformance ("C of C")						
3. Inspection data						
Know special process certifications:						
4. Plating						
5. Coatings						
6. X-ray						
7. Heat treat						
<b>NON DESTRUCTIVE TESTING CONCEPTS</b>						
Understand concepts of following types of Nondestructive Testing:						
3	FTO/OJT	CRT/OJO	OJT	WT		MG 12/30/99
2	FTO/OJT	CRT/OJO	OJT	OJO		MG 12/30/99
2	FTO/OJT	CRT/OJO	OJT	WT		MG 12/30/99
2	FTO/OJT	CRT/OJO	OJT	OJO		MG 12/30/99
1	FTO/OJT	CRT/OJO	OJT	OJO		MG 12/30/99
2	FTO/OJT	CRT/OJO				CM 6/19/00
3	FTO/OJT	CRT/OJO				CM 6/19/00
1	FTO/OJT	CRT/OJO	OJT	OJO		MG 12/30/99
BASIC VISUAL WELD INSPECTION METHODS						
3	PJE/FT	RT/OJO	OJT	OJO		MG 6/15/01
3	PJE/FT	RT/OJO				
107						
<b>MUST COMPLETE EITHER TRACK 2 OR TRACK 4</b>						
<b>TRACK 2</b>						
<b>8 CALIBRATION</b>						
2	OJT	OJO	ST			CM 6/19/00
Able to perform calibration of simple gages:						
2	PJE/OJT	OJO	PJE	OJO		MG 12/30/99
2	PJE/OJT	OJO	PJE	OJO		MG 12/30/99
CALIBRATION SOFTWARE						
2	OJT	OJO	ST			CM 6/19/00
4. Understand how to look up information						



## QUALITY SKILLS CLASSIFICATIONS

### TRACK 4

#### 8 **NON DESTRUCTIVE TESTING**

Complete training as a Level I & II in PT, MT or UT:

3	FTO	CRT/WT	_____	_____	_____	<u>MG 12/30/99</u>	1. Certification Level 1
2	FTO	CRT/WT	<u>PJE</u>	<u>WT</u>	_____	<u>MG 12/30/99</u>	2. Certification Level 2
							Complete training as a Level I in one of the following:
3	FTO	CRT/WT	_____	_____	_____	<u>MG 12/30/99</u>	3. MT, UT or CAWI
							Certification type:

### **PROFICIENCY Level 2**

CM 6/19/00 Has developed a complete mastery of Level 2 skills. Exhibits the motivation to use those skills efficiently and work with a sense of urgency. Demonstrates behaviors which are consistent with work team concepts. Consistently displays a high degree of quality in workmanship and a high level of output.



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### QUALITY SKILL LEVEL 3

<u>Weight</u>	<u>Recommended</u>		<u>Acquired</u>		<u>Training Completed</u> <u>Initials/Date</u>	<u>Proficiency Approval</u> <u>Initials/Date</u>	<b>MINIMUM REQUIREMENTS / RESPONSIBILITIES</b>
	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>			
						CM 6/19/00	4 years experience or 2 years formal technical training and 3 years experience experience
						CM 6/19/00	Provide training, instruction & direction for Quality Skill Level 1, 2 & new employees
						CM 6/19/00	Provide assistance to senior or other personnel on an assigned basis
						CM 6/19/00	Technical competency, proficiency and quality review of Quality Skill Level 2 skills
3	OJT	OJO	OJT			CM 6/19/00	<b>COMMUNICATION AND INTERPERSONAL SKILLS</b> 1. Possesses good interpersonal and listening skills
							<b>SPECIALIST TRAINING REQUIREMENTS</b>
							<b>QUALITY CONCEPTS</b>
							<u>TQM CONCEPTS</u>
2	FTO/FTC	CRT/OJO	FTO			MG 12/30/99	1. Continuous improvement
2	FTO/FTC	CRT/OJO	FTO			MG 12/30/99	2. Statistical Process Control (SPC)
							<u>COST OF QUALITY</u>
2	FTO/FTC	CRT/OJO	OJT			MG 12/30/99	1. Prevention
2	FTO/FTC	CRT/OJO	OJT			MG 12/30/99	2. Appraisal
2	FTO/FTC	CRT/OJO	OJT			MG 12/30/99	3. Internal & external failure
3	FTO/FTC	CRT/OJO	PJE			CM 6/19/00	4. Able to complete C.A.R.'s root cause/preventive action
							<b>STATISTICAL PROCESS CONTROL (SPC)</b>
2	FTO/FTC	CRT/OJO	FTO	WT		MG 12/30/99	1. Able to record, calculate and complete a control chart
2	FTC/OJT	CRT/OJO	PJE			CM 6/22/04	2. Complete all documentation for one customer's program





## QUALITY SKILLS CLASSIFICATIONS

Weight	Recommended		Acquired		Training Completed Initials/Date	Proficiency Approval Initials/Date	
	M.O.T.	M.O.V.	M.O.T.	M.O.V.			
SPECIAL PROCESSES							
Knowledge of the following processes:							
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	1. Plating
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	2. Anodizing
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	3. Heat treating
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	4. Coating
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	5. Painting
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	6. Brazing
2	FTO/FTC/OJ1	CRT/OJO	PJE	OJO		MG 12/30/99	7. Welding
34	TRACK 1						
12 DATA PACKAGES							
3	OJT	OJO	OJT	OJO		CM 12/20/00	1. Know simple data packages
3	OJT	OJO	OJT	OJO		CM 12/20/00	2. Able to complete all documentation and supporting info as required using Quality Plan
3	OJT	OJO	OJT	OJO		CM 12/20/00	3. Work with customer Source Inspectors
3	OJT	OJO	OJT	OJO		CM 12/20/00	4. Present data package information
TRACK 2							
6 CALIBRATION							
Know and use complex gaging and methods of inspection:							
1	FTC/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	1. Wire thread measure and verification
1	FTC/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	2. Dial bore gage setting
1	FTC/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	3. Supermics
1	FTC/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	4. Weber gage
2	FTC/OJT	CRT/OJO	FTO	OJO		CM 12/20/00	5. Conduct an "R & R" study (SPC-WI-002)
CALIBRATION SOFTWARE							
2	FTC/OJT	OJO					6. Able to input data
2	FTC/OJT	OJO					7. Able to run reports
2	FTC/OJT	OJO					8. Assign and enter new gages as needed
TRACK 3							
12 COORDINATE MEASURING MACHINE (CMM)							
BLUEPRINT READING (Classroom)							
2	PJE/FTC	RT/WT/OJ	PJE	CRT		MG 12/30/99	1. Geometric & Dimensional Tolerances (completion of 20-hour class or equivalent)
2	FTA/OJT	CRT/OJO	PJE	OJO		MG 12/30/99	2. Datums in space, not on the part
CMM CONCEPTS							
2	FTO/OJT	OJO	PJE	OJO		MG 12/30/99	3. Basic Plate Layout Technique
2	PJE/OJT	CRT/OJO	PJE	CRT		MG 12/30/99	4. Understand operation of CMM
2	PJE/OJT	CRT/OJO	PJE	CRT		MG 12/30/99	5. Able to operate CMM
2	PJE/OJT	CRT/OJO	PJE	OJO		MG 12/30/99	6. Able to load, read and run programs



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	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>			
3	FTO	CRT	_____	_____	_____	_____	<b><u>TRACK 4</u></b> <b>0 NON DESTRUCTIVE TESTING (NDT)</b> 1. Complete training as a Level II for which Level I was achieved in NDT Skill Level 2 Certification type (Level 2): Complete training as a Level I & II for one add'l. NDT discipline: PT, MT, UT, CWI 2. Certification type (Level 1): 3. Certification type (Level 2): 4. Log and sponsor another employee working towards an NDT certification SAMPLING CONCEPTS 5. MIL-STD-105 (QA-WI-006)
2	FTO	CRT	_____	_____	_____	_____	
3	FTO	CRT	_____	_____	_____	_____	
2	OJT	OJO	_____	_____	_____	_____	
2	FTC	OJO	_____	_____	_____	_____	
					CM 6/22/04		<b>PROFICIENCY Level 3</b> Has developed a complete mastery of Level 3 skills. Exhibits the motivation to use those skills efficiently and work with a sense of urgency. Demonstrates behaviors which are consistent with work team concepts. Consistently displays a high degree of quality in workmanship and a high level of output.



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### QUALITY SKILL LEVEL 4

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	<u>M.O.T.</u>	<u>M.O.V.</u>	<u>M.O.T.</u>	<u>M.O.V.</u>			
						<u>CM 6/19/00</u>	6 years Quality experience or 2 years formal technical training and 5 years Quality experience
						<u>CM 12/20/00</u>	Provide training, instructions & direction for Quality Skill Level 1, 2, 3 & new employees
						<u>CM 6/19/00</u>	Provide assistance to senior or other personnel on an assigned basis
						<u>CM 12/20/00</u>	Technical competency, proficiency and quality review of Quality Skill Level 3 skills
							<b>COMMUNICATION AND INTERPERSONAL SKILLS</b>
3	OJT	OJO	_____	_____	_____		1. Facilitates/leads productive meetings
3	OJT	OJO	_____	_____	_____	<u>CM 6/22/04</u>	2. Demonstrates information sharing vs. hoarding
							<b>QUALITY SYSTEM OR QUALITY PLAN</b>
2	FTC/OJT	CRT/OJO	_____	_____	_____	<u>CM 1/10/05</u>	1. Able to write work instructions applying to the quality standard
3	FTC/OJT	CRT/OJO	_____ ST	_____	_____	<u>CM 11/30/01</u>	2. Able to write and complete a quality plan



## QUALITY SKILLS CLASSIFICATIONS

Weight	Recommended		Acquired		Training Completed	Proficiency Approval	STATISTICAL PROCESS CONTROL (SPC)
	M.O.T.	M.O.V.	M.O.T.	M.O.V.	Initials/Date	Initials/Date	
2	FTC/OJT	CRT/OJO	PJE	IP		CM 12/20/00	1. Establish an SPC program per customer requirement
3	FTC/OJT	CRT/OJO	PJE	IP		CM 6/22/04	2. Able to complete capability analysis (process or gage)
ADVANCED SKILLS							
PROJECT SKILLS							
2	FTC	CRT	OJT	OJO		CM 12/20/00	1. Review of competency and proficiency of skills and quality of work Effective work authorization techniques
2	PJE/FTO	OJO	PJE			CM 6/19/00	2. Utilizing others as assistants
3	PJE/FTO	OJO	OJT	OJO		CM 12/20/00	3. Directs work in a professional manner
3	PJE/FTO	OJO	PJE	OJO		CM 6/19/00	4. Takes ownership of projects
3	PJE/FTO	OJO	PJE	OJO		MG 12/30/99	5. Ability to spot problems and offer suggested solutions Controlling resources effectively
2	PJE/FTO	OJO	OJT	OJO		CM 6/19/00	6. Utilizes work space
2	PJE/FTO	OJO	OJT	OJO		CM 6/19/00	7. Tooling and fixturing Knowledge of materials and processes
2	PJE/FTO	OJO					8. Streamlines processes to minimize material handling Communications
3	PJE/FTO	OJO	PJE	OJO		MG 12/30/99	9. Interacts with engineering department
3							10. Team Leader's role
2						CM 6/19/00	11. Consensus decision-making
3	PJE/FTO	CRT/OJO	OJT	OJO		CM 6/19/00	12. Ability to take on a major project, monitor and control all quality aspects of job
3	PJE/FTO	CRT/OJO	OJT			CM 6/19/00	13. Assume the customer contact role and work with the source inspectors
3	PJE/FTO	CRT/OJO	OJT	OJO		CM 12/20/00	14. Report and monitor all product quality relative to this project
ENGINEERING SKILLS							
3	PJE/FTO	CRT/OJO	FTO	CRT		CM 12/20/00	1. Quality planning
3	PJE/FTO	CRT/OJO	FTO	CRT		CM 12/20/00	2. Contract review
2	PJE/FTO	CRT/OJO	OJT	OJO		CM 6/22/04	3. Manufacturing planning
ADVANCED QUALITY CERTIFICATIONS							
3	FTO/FTC	CRT/WT					Complete at least one of the following ASQC recognized certifications: 1. CQT, CMI or CQE
63							TRACK 1
15 DATA PACKAGES							
2	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	1. Able to determine data book requirements using Quality Plan, P.O, Parts List, drawing and specifications
2	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	2. Able to trace materials issued and used in manufacturing of customer products using material traceability, Visual Mfg, and material transfer system
2	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	3. Able to retrieve and supply material certs from Visual Mfg or material archives



## QUALITY SKILLS CLASSIFICATIONS

Weight	Recommended		Acquired		Training Completed Initials/Date	Proficiency Approval Initials/Date	
	M.O.T.	M.O.V.	M.O.T.	M.O.V.			
2	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	4. Able to track special process certs using Visual Mfg, MTM P.O.'s and material transfer system
2	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	5. Able to understand supply information and complete customer documentation. I&T plans, test certs, etc.
3	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	6. Able to structure data books in an understanding format to support customer documentation
2	FTO/FTC	CRT/WT	OJT	OJO		CM 12/20/00	7. Able to report non-conformances to CFT's and understand customer NC system to resolve NC issues.
<b>TRACK 2</b>							
<b>15 CALIBRATION</b>							
Able to calibrate complex gages:							
2	FTO/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	1. Thread gages
3	FTO/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	2. Intra mics
3	FTO/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	3. Indicators
1	FTO/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	4. Depth mics
3	FTO/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	5. Able to develop calibration program for various gages
3	FTO/OJT	CRT/OJO	PJE	OJO		CM 12/20/00	6. Able to determine the correct calibration interval for gages using SPC
<b>TRACK 3</b>							
<b>12 COORDINATE MEASURING MACHINE (CMM)</b>							
GEOMETRIC DIMENSIONING & TOLERANCING							
3	FTO/FTC	CRT/WT					1. Advanced class (documented evidence of 30+-hour class)
3	FTO/FTC	CRT/WT	PJE	OJO		MG 12/30/99	2. Able to train others in basic GD&T
CMM CONCEPTS							
3	PJE/FTO	CRT/OJO	PJE			CM 6/19/00	3. Able to write programs
3	PJE/FTO	CRT/OJO		OJO		CM 11/30/01	4. Ability to perform program troubleshooting and debugging and develop routine diagnostic programs to ensure machine accuracy
3	PJE/FTO	CRT/OJO		OJO		CM 11/30/01	5. Ability to set-up and maintain a software configuration control system
<b>TRACK 4</b>							
<b>0 NONDESTRUCTIVE TESTING (NDT)</b>							
Complete training as a Level I & II in the remaining NDT discipline not previously achieved: MT, UT, CWI, RT (read only)							
3	FTO	CRT					1. Certification type (Level 1):
3	FTO	CRT					2. Certification type (Level 2):
3	FTA/OJT	OJO					3. Log a minimum of 600 hours as sponsor for another employee working towards an NDT certification
3	PJE	CRT					4. Membership in ASNT (American Society of Nondestructive Testing)
3	PJE	CRT					5. Able to determine the appropriateness of the NDT method used



*Major*  
Tool & Machine, Inc.

## QUALITY SKILLS CLASSIFICATIONS

### **PROFICIENCY Level 4**

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Has developed a complete mastery of Level 4 skills. Exhibits the motivation to use those skills efficiently and work with a sense of urgency. Demonstrates behaviors which are consistent with work team concepts. Consistently displays a high degree of quality in workmanship and a high level of output.



## QUALITY SKILLS CLASSIFICATIONS

### OTHER COMPETENCIES - KNOWLEDGE, SKILLS OR ABILITIES

Employees may list other competencies they have that are otherwise not covered in this document. These are for additional information only and will not be considered for compensation purposes in the regular skills classification review.

AutoCAD

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