

FloridaMakes Advanced Manufacturing Apprenticeship Program

Apprentice Name: _____
Mentor/Journeyman Name: _____
Company Name: _____
Start Date: _____ **Completion Date:** _____

Work Process and Related Technical Instruction

Work process schedule: The apprentice and mentor will track and note the date of competency assessment throughout the year of on-the-job training. This detail must be kept as part of the apprentice file to show skills gained at the completion of the program.

Occupation: Industrial Manufacturing Technician

O*NET Code: 17-3029.09

RAPIDS Code: 2031CB

JOB FUNCTION 1: Protect self and other workers from accidents and injuries	Supervisor or Instructor	Date Completed
A. Follow employer safety requirements, including the consistent and proper use of protective clothing and personal safety devices		
B. Maintain a clean and orderly workplace, storing chemicals and corrosive or combustible materials properly and disposing of waste products according to company policies and local/federal laws and regulations		
C. Use, store and maintain hand-tools properly to eliminate trip hazards, injury, electrocution or damage		
D. Lift supplies and materials using proper body mechanics and assistive devices, such as hoists, lifts, forklifts and straps		
E. Report and respond promptly, safely and appropriately to emergency or hazard situation and troubleshoot any issues that may arise		
F. Use lock-out/tag-out procedures when working with appropriate tools and equipment		

JOB FUNCTION 2: Accurately and properly interpret production specifications in order to set up/plan for production run	Supervisor or Instructor	Date Completed
A. Outline operational sequence and steps in production process; identify points of transition between different employees or machines in the production area and impact on downstream production		
B. Identify and obtain the appropriate raw materials for use in production		
C. Obtain the necessary tools for performing the production run (such as tools to set up or modify equipment or to prepare or finish production materials)		
D. Set up or program machine according to manufacturer's and/or employer's specifications, seeking support of a qualified programmer or maintenance technician when utilizing appropriate notification procedures		
E. Set up production run based on recommended run time, production intervals, inspection intervals or production requirements		
F. Coordinate production run with others based on supply requirements, product transition and inspection needs, or employer priorities		
G. Notify appropriate individual of concerns regarding production plans, access to raw materials, run time or potential delays in production timing or production quantity/quality		

JOB FUNCTION 3: Set up, inspect and adjust production equipment prior to the full production run	Supervisor or Instructor	Date Completed
A. Set up production equipment to meet production specifications		
B. Inspect production equipment and surrounding work area		
C. Adjust production equipment to meet and maintain production specifications		
D. Notify appropriate individual of potential problems with equipment or machine function, need for routine maintenance, or concerns about unusual sounds, vibrations, smells or production errors		

JOB FUNCTION 4: Operate production equipment according to production schedule and protocols and meeting all safety requirements	Supervisor or Instructor	Date Completed
A. Maintain a neat and orderly workspace ensuring that work area is properly marked or cordoned off and eliminating or flagging potential trip hazards created by production materials or products		
B. Plan an appropriate production schedule taking into account availability of raw materials and production capacity of equipment/machines		
C. Utilize raw materials properly, using protective gear and lifting devices as necessary		
D. Use personal protection devices as necessary and maintain proper ergonomic positioning relative to equipment or machines, raw materials and production products		
E. Document run specifications, adjustments, output and quality assurance checks		
F. Apply emergency stop procedures when necessary to avoid personal injury, damage to machinery or facilities, or spoilage of production run		
G. If emergency stop procedures are employed, begin troubleshooting procedures to fix the equipment, including documenting issues with equipment and the production run		

JOB FUNCTION 5: Produce products that meet or exceed quality, volume and cost requirements	Supervisor or Instructor	Date Completed
A. Observe production rate as compared to scheduled or projected rate, quantity or volume, and modify as necessary; notify appropriate individual of potential delays, under-production or potential additional capacity		
B. Monitor production quality, including the inspection of parts and products, and troubleshoot if necessary to improve quality and accuracy		
C. Perform product finishing according to production protocols		
D. Document appropriate information, such as product quality parameters, lot numbers or other relevant information		
E. Clearly and openly communicate concerns about quality or quantity of production with appropriate individual and colleagues in the production chain		
F. Adjust to changes in production requirements of schedule		

JOB FUNCTION 6: Shut down, disassemble, and maintain equipment according to manufacturer's and employer's recommendations and protocols	Supervisor or Instructor	Date Completed
A. Shut down equipment according to manufacturer's instructions or employer's protocols		
B. Engage emergency shut-down procedures when necessary		
C. Disassemble equipment and components		
D. Clean up tooling, equipment and workspaces		
E. Sanitize equipment according to applicable standards		
F. Note and troubleshoot needed maintenance or repair services and inform appropriate individual or department, if necessary		
G. Follow preventive maintenance schedule and document		

JOB FUNCTION 7: Contribute to the business goals of the organization through continuous improvement and professional development	Supervisor or Instructor	Date Completed
A. Determine the impact of production time, material supply, quality and quantity on the business goals of the employer, its supply chain and its customers		
B. Understand the proprietary nature of materials and how it relates to the business goals and functions		
C. Makes constructive suggestions regarding ways to improve the production process, workplace efficiencies or cost control		
D. Participates in cross training activities to expand knowledge and skill set		
E. Helps others learn about the business, the specifics of production and the connection between production and business goals		
F. Participates in the calculation of costs and revenue, as related to production and business goals		

Use blue ink for the following signatures:

I certify that _____ (the apprentice) has completed high level of competency in the 43 related technical skills required to complete the IMT Apprentice Program.

Print Mentor Name: _____

Mentor Signature: _____

Date of Completion: _____

This document must be submitted to the FM-AMAP Administrator upon program completion.

Mail or scan to administrator:

Email: talentdevelopment@floridamakes.com

Mail: FloridaMakes

Attn: FM-AMAP Administrator

800 North Magnolia Ave.; Suite 1850

Orlando, FL 32803

407-450-7206