WSE Manufacturing: Training Process and Procedures

WSE Manufacturing Manager: Rich Middlestadt
WSE Manufacturing Safety Officer: Niel Leon

All forms/documents are located on the Forms Tab of the WSE Manufacturing web page

1st: Review the following documents:
- Training Request Ticket
- List of equipment and their hazards
- Shop Safety Rules
- Shop Rules and Regulations
- Training Qualification Form

2nd: Submit Training Request Ticket
- Be sure to check off all trainings you desire.
- Once a training request has been submitted, you will be contacted to schedule a training session.
- Training will be billed at $50 per hour of training. All trainings may vary depending on the trainee’s level of experience.

3rd: Training initiated
- Each training will vary in duration depending on the trainee’s level of experience and understanding.
- Please bring examples of actually parts you will need to create. It is also possible to create a final part during a training.
- It is best to keep a notebook for you to reference while you are working in the shops.

6th: Access
- Upon satisfactory completion of the training and a double check of all paperwork, the machine shop safety officer will grant J card access to the trainee.
- If the trainee or trainer does not feel comfortable that the appropriate information was retained by the trainee than an additional training session will need to be scheduled.

7th: Training complete:
- The training request Ticket will be completed by the manufacturing manager.
- The account number provided on the form will be charged $50 per hour (rounded to the nearest half hour) of training and the training will be considered complete.
• If additional training is needed, another training request ticket will need to be submitted.