Johns Hopkins University
Whiting School of Engineering Machine Shop
Training Process and Procedures

WSE Manufacturing Manager: Rich Middlestadt
WSE Machine Shop Safety Officer: Niel Leon
All forms/Documents are located on the Forms Tab of the WSE Machine Shop web page
The hourly rate for training is currently $55.00

1st: Review the following documents:
- Service Request Ticket (Click on the link on the Home page)
- List of equipment and their hazards
- Shop Safety Rules
- Shop Rules and Regulations
- Training Qualification Form

2nd: Send an e-mail to WSE Manufacturing with the following information:
- Subject as Training
- List of equipment that you are requesting to be trained on.
- We schedule trainings Monday to Friday between 8am and 2pm. Please add your availability during that time to the e-mail. (Minimum of 24 hours notice)
- Date when you need to have the training completed by.

2nd: Submit Service Request Ticket
- Under Title of project put (Training)
- Under Description of Work put the equipment you want to be trained on.
- Complete all other required fields.
- Once a training request has been submitted, you will be contacted to schedule a training session.

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.
- Documents will be filled out at the beginning of each training.

4th: 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.
5th: Training complete:

- The training request Ticket will be completed by the manufacturing manager.
- The account number provided on the form will be charged $55 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.