

Level 2 Step 3.4 Example Competency Requirements and Record Form

| COMPETENCY REQUIREMENTS and RECORD FORM | | |
|--|-----------------------------------|--|
| Position Title: Maintenance Electrician | Employee Name: Joe Moore | |
| Competency Requirements | Record of Competency | |
| | Verification Method | Verification Performed By (Name, Title, Date) |
| Education: | | |
| HS Diploma or Equivalent | Degree checked | <i>Pamela Losey</i> , HR Manager 4/7/14 |
| Certifications or Licenses: | | |
| Maintenance Electrician's License | Obtained copy of license | <i>Pamela Losey</i> , HR Manager 4/7/14 |
| Experience: | | |
| Minimum 5 years relevant experience in industrial or manufacturing environment | Reference check | <i>Pamela Losey</i> , HR Manager 4/7/14 |
| Skills: | | |
| Industrial math skills | QUICKmath Test | <i>Harry Blackman</i> , HR Specialist 4/7/14 |
| Verbal / Interpersonal Skills | Interview | |
| MS Excel software skills | Spreadsheet and Calculations Test | |
| Other: | | |
| Color vision | Color blindness Test | <i>Harry Blackman</i> , HR Specialist 4/7/14 |
| Knowledge of local electrical codes | | |
| How to develop spreadsheet macros | | |
| Training: | | |
| On-the-job training | Initial Training Evaluation | <i>Neil Caulder</i> , Maint Supvr 4/8/14 |
| • Process equipment | Supervisor review | <i>Neil Caulder</i> , Maint Supvr 5/7/14 |
| • Energy systems | Supervisor review | <i>Neil Caulder</i> , Maint Supvr 5/7/14 |
| • PM Software | Supervisor review | <i>Neil Caulder</i> , Maint Supvr 4/24/14 |
| • Facility blueprints and wiring diagrams | Supervisor review | <i>Neil Caulder</i> , Maint Supvr 5/7/14 |
| • Company-Specific Maintenance Procedures, Work Instructions and Operational Controls | Supervisor review | <i>Neil Caulder</i> , Maint Supvr 4/15/14 |
| Does this employee have any gaps in required competencies? XX <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If there are competency gaps, document the additional training or other actions needed on page 2. | | |

COMPETENCY REQUIREMENTS and RECORD FORM (Page 2)

TRAINING PLAN

| Position: Maintenance Electrician | | Employee: Joe Moore | | | |
|-----------------------------------|---|------------------------|---------------------------------------|-----------------|---|
| | List Specific Training or Other Actions Needed: | Target Completion Date | Training Class/Method | Completion Date | Verification Performed by (Name, Title, Date) |
| 1 | Knowledge of local electrical codes | 05/08/2014 | County electrical code overview class | | |
| 2 | How to develop spreadsheet macros | 06/14/2014 | ACME Computer Training | | |
| 3 | EnMS objectives and targets for compressor system | 6/30/2014 | Management representative one on one | | |
| 4 | ISO 50001 Internal auditor training | 09/07/2014 | Company training class | | |
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| Approval of Plan: | | | | | |
| Employee: <u>Joe Moore</u> | | Date: <u>5/1/14</u> | | | |
| Evaluator: <u>Pamela Josey</u> | | Date: <u>5/1/14</u> | | | |